REQUEST TO BORROW CHURCH PROPERTY
CROSS OF HOPE LUTHERAN CHURCH

Name of person or group borrowing property:_____

Address:_____

Telephone:_____ Email:_____

Description of property to be borrowed:_____

_____

_____

Date property is to be borrowed:_____/_____/_____
m d y

Authorization to release property_____ ____/___/ ___
Church Administrator/Property team member m d y

Date property is to be returned: ____/____/____ Time: _____ am or pm
m d y

The person or group borrowing the property is responsible for the property's condition and agrees to replace any damaged property at their own expense. All property must be returned to the church prior to Saturday and Sunday services or prior to any scheduled events taking place at the church, unless authorized by office personnel.

Return this form to the Church Administrator or place it in the Church Administrator's mail box.

Signature of person returning property: _____ Date ___/ ___/ ___
m d y

Signature of person receiving RETURNED property:

_____Date ___/ ___/ ___
Church Administrator/Property team member m d y

Comments: _____