



Friends

CONGREGATIONAL  
CHURCH - UCC  
AN OPEN AND AFFIRMING CONGREGATION

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## Furniture & Equipment Use Policy & Rental Agreement (Effective 8/1/2000)

*No furniture or equipment may be removed from the church without a prior written agreement approved by the pastor or Church Council Moderator . A deposit may be required, and each request will be considered on a case-by-case basis.*

All furniture and equipment are to be returned in good condition. In the event of loss or damage, it is the responsibility of the user to replace or repair item(s) as agreed after discussion with the pastor or Church Council Moderator .

Name \_\_\_\_\_ Phone (home) \_\_\_\_\_

Business, Church or Agency Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (work) \_\_\_\_\_

Furniture or Equipment being used \_\_\_\_\_

Day/date & time \_\_\_\_\_

Deposit amount \_\_\_\_\_ Date paid \_\_\_\_\_

Rental fee amount \_\_\_\_\_ Date paid \_\_\_\_\_

Date out \_\_\_\_\_ Date to be returned \_\_\_\_\_

I have read and understand the Furniture & Equipment Use Policies listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Church representative \_\_\_\_\_ Date \_\_\_\_\_

Revised 2013.10