

**Emmanuel Community United Methodist Church  
N84 W16707 Menomonee Avenue  
Menomonee Falls, WI 53051  
262-251-3830**

Revised 1/29/2014

**Policy on Borrowing Equipment / Furnishings**

ITEMS **NOT** AVAILABLE FOR LOAN: No items from building or kitchens may be loaned out for private use.

ITEMS AVAILABLE FOR LOAN: Medical equipment stored in church basement, folding chairs and folding tables stored in garage.

1. Borrower must be a member of ECUMC
2. Request must be made in writing by filling out a form obtained from Office Administrator
3. Request form must be returned for staff approval a minimum of 14 days before items are picked up. (Exceptions: medical equipment)
4. Chairs and / or tables from garage must be returned within 3 days. Medical equipment may be used as long as needed.
5. Borrower is liable for lost or damaged items

**REQUEST FORM FOR BORROWING ECUMC EQUIPMENT**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Equipment Requested: (list description and number of items borrowed)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pick-up date** \_\_\_\_\_ **Expected return date** \_\_\_\_\_

**\*Note:**

Borrower is responsible for returning all equipment on time and in good condition.

Borrower is liable for loss or damage.

**Approval by Staff** \_\_\_\_\_ **Date** \_\_\_\_\_