

# REQUEST TO BORROW FURNISHINGS FOR OFF-SITE EVENTS

## Alexandria First Presbyterian Church

141 Little York-Mount Pleasant Road, Milford, New Jersey 08848

Phone: 908-996-4333    www.AlexPres.org

Today's Date: \_\_\_\_\_ Date of event: \_\_\_\_\_

Person or organization requesting use: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(mailing address) (email address)

\_\_\_\_\_  
(day phone) (evening phone) (cell)

Charter Organization: \_\_\_\_\_ Certificate of Liability Insurance: \_\_\_\_\_  
(provide troop, den or unit number) ("X" if included)

Organization's Address: \_\_\_\_\_  
(street) (city) (state)

Purpose of Event: \_\_\_\_\_

Primary contact person responsible during use: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(address) (cell)

Secondary contact person: \_\_\_\_\_  
(print name) (cell)

***I understand that . . .***

**Initial  
Here**

	Materials may be borrowed no earlier than 12 hours preceding my event barring any other scheduled church/community functions occurring at that time.
	It is expected that all borrowed items are returned within 24 hours after my event unless other scheduled church/community functions require an earlier return.
	All items are to be thoroughly cleaned and in the case of table cloths, wrinkle-free, prior to their return.
	The use of tape, nails, glue, labels, brads, etc. is prohibited.
	Tables, chairs, cookware, serving ware, etc. are to be thoroughly washed with a mild soap and water solution. If stains, tears, or other permanent damage occurred, please notify the church office immediately so prompt action may be taken.
	All borrowed items will be returned to and stowed in their proper place at the church.
	I am responsible for all damage to church property including damages sustained during its use, transport, or actions of my guests.
	The use of the church's disposable kitchen and entertaining products such as paper plates, cups, napkins, garbage bags, plastic utensils, etc. is not allowed.
	The use of the church's coffee and tea products including sugar and creamer is not allowed.

\_\_\_\_\_  
*printed name of responsible applicant*

\_\_\_\_\_  
*signature of responsible applicant*

\_\_\_\_\_  
*date*

**Item(s) requested:**

Item Borrowed	Number Borrowed
Basket, bread	
Bowl, punch	
Bowl, serving	
Bowl, soup	
Bowl, sugar	
Centerpiece, floral	
Chair, blue upholstered	
Chair, card table	
Chair, child's	
Chair, folding	
Coat hangers	
Cup and saucer	
Cutting board	
Easel, flip chart	
Extension cord	
Fan	
Ladder, 5 ft	
Ladle, punch	
Lectern, padded	
Microphone	
Microwave oven	
Nursery equipment	
Paper cutter	
Percolator	

Item Borrowed	Number Borrowed
Pitcher, water	
Plate, dinner	
Plate, dessert	
Plate, salad	
Platter, serving	
Roaster oven	
Salt & pepper shaker	
Serving cart	
Servingware	
Silverware	
Speakers	
Table, card	
Table, rectangular lg.	
Table, rectangular sm.	
Table, round	
Tablecloth, cloth	
Tablecloth, plastic	
Television	
Tray, chafing	
Tray, serving	
Urn, coffee	
Urn, hot water	
Vase	
VCR	
Wheelchair	

Additional Comments	Other Items Not Listed Above	Number Borrowed

I plan to pick up the above items on:

\_\_\_\_\_ (date) \_\_\_\_\_ (time)

I will return the above items within 24 hours of my event on:

\_\_\_\_\_ (date) \_\_\_\_\_ (time)

The person or organization requesting the use of church items hereby absolves the church, its pastors, staff, members, and/or leadership of any liability for personal injury resulting from the use of its property and further agrees to be responsible for any property damage that results from its use. Please report any damage to the church office immediately. Your signature and initials on pages 1 and 2 of this application indicates your acceptance of the outlined responsibilities.

CHURCH ROUTING:  
 Rec'd: \_\_\_\_\_ Approved: \_\_\_\_\_ Ack: \_\_\_\_\_

\_\_\_\_\_ (printed name of responsible applicant) \_\_\_\_\_ (cell phone)  
 \_\_\_\_\_ (signature of responsible applicant) \_\_\_\_\_ (date)