



**EBENEZER BAPTIST CHURCH
 171 SEMPLE FARM ROAD
 HAMPTON VA 23666
 (757) 865-1480**

EQUIPMENT USE REQUEST FORM

INSTRUCTIONS: This form must be completed at least 3 days prior to the date required and signed by the requestor and a Trustee. The purpose of this request is to help EBC Trustees maintain an accurate inventory of Ebenezer Baptist Church's property. This form must be turned in prior to borrowing any equipment and the form will be returned to the requestor upon return of the equipment.

DATE: _____

DATE REQUIRED: _____

NUMBER ITEMS:

CHAIRS: _____

TABLES: _____

ELECTRONIC EQUIPMENT: _____

SCREENS: _____

NUMBER WHERE YOU CAN BE REACHED: _____

PURPOSE OF THE ITEMS: _____

REQUESTED BY: Signature: _____

Printed signature: _____

APPROVED BY (Trustee): _____

Chairman Trustee Board: _____

NOTE: THE REQUESTOR IS RESPONSIBLE FOR RETURNING THE ITEM IN OPERATIONAL CONDITION OR REPAIR/ PAYMENT OF REPLACEMENT COST.