

# Furniture and Equipment Use Agreement

REDEEMER LUTHERAN CHURCH

1555 S. JAMES RD.

COLUMBUS, OH 43227

614-237-1263

[info@redeemerluth.com](mailto:info@redeemerluth.com)

*Redeemer Lutheran Church is happy to share selected furnishings and equipment with members and friends of the congregation and our neighboring community. Use of these items for Redeemer Lutheran Church functions will take priority over requests. Please submit this completed request form at least 14 days in advance of requested pick up date to the church office for processing. You will be notified of the status of your request as soon as it is processed. Please be aware that our office operates on a part time basis and approval/disapproval may take several days to complete.*

1. Organization/person requesting use:

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2. Items requested:

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3. Intended use of requested items:

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4. Date and times requested for: Pick Up \_\_\_\_\_ Return \_\_\_\_\_

5. Person responsible for the property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (other) \_\_\_\_\_

**Borrowing agreement:**

*I/We agree to assume full responsibility for the above listed items belonging to Redeemer Lutheran Church and further agree to return the items in the same condition in which it was received. I/We agree that we will repair or replace any damaged items at our own expense as determined by a designated representative of Redeemer Lutheran Church.*

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

(Requestor)

Circle one:

Approve/Disapprove by \_\_\_\_\_ Date \_\_\_\_\_

(RLC Representative)

Revised 5/2024