

ST. MARK'S LUTHERAN CHURCH

CHURCH ITEM(S) USE APPLICATION

The Council has established a policy to cover the items housed within the Church building. Anything borrowed from the property must be okayed through the church office and/or council. This form that is to be filled out listing the items borrowed and signed by the person borrowing the items. Any damage will be assigned to the person who's signature appears on the form.

All of the items in the Sacristy are to remain on the property. The paraments and communion items are sacred items and are exclusively for the use in St. Mark's Worship Services. They may not be used for any other occasion.

The gray/white tables are not to be taken from the building except for use at church sponsored events.

This application will be submitted to the church secretary or Church Council for approval as determined by the *Church Use Policy*.

Name of group _____

Purpose of the request _____

Date(s) of use _____
From (mm/dd/year) To (mm/dd/year)

Item(s) to be borrowed..... _____

(Note condition before removing from the building, use reverse side if needed) _____

As the undersigned person, I agree to pay for any damages incurred on the items listed above as per the church policy.

Responsible person _____
(signature)

Responsible person _____
(print) First name MI Last name

Address _____
Street address City State Zip

Telephone number (_____) _____

Email _____

Application date _____
mm/dd/year

Approval/date _____
St. Mark's representative signature date

OFFICE USE ONLY

VERIFY CHECK-OUT CONDITION - (As noted above)

VERIFY CHECK-IN CONDITION - (Note any changes or damage)

