**First Presbyterian Church of Cazenovia**

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**Equipment Usage Request**

I/We Click here to enter text. request the use of the following items:

[ ]  Chairs & Table (How many?) Click here to enter text.

 (Use of tables and chairs requires Session approval. A donation may be requested for use of table and chairs for non-members.)

Event Description: Click here to enter text.

[ ]  Kitchen Items: Click here to enter text.

[ ]  Tablecloths - Number: Click here to enter text.

 (Tablecloths need to be washed, dried and folded upon return)

[ ]  Office Items: Click here to enter text.

[ ]  Maintenance: Click here to enter text.

[ ]  Library Book –Title: Click here to enter text.

[ ]  Other: Click here to enter text.

Date & Time Borrowed Click here to enter text. Return Date & Time Click here to enter text.

***All borrowed items are the responsibility of the undersigned, and shall be returned in the same condition as borrowed.***

Signature Click here to enter text. Date Click here to enter a date.

Phone:Click here to enter text. [ ]  Check if Church Member

For church use only

Approved by Session? Yes No Organization Notified? Yes No

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Phone Letter\_\_\_\_ Email\_\_\_\_\_

Fee Assessed by Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_