

Jamestown Baptist Church – For JBC Members

VAN, TRAILER, TABLES, CHAIRS,

OTHER EQUIPMENT REQUEST FORM

Internal Use Only (Blue)	
Janitor	_____
Kitchen	_____
Calendar	_____
Deposit Amt. Rcvd.	_____
Deposit Ret.	_____
No Deposit	_____

Today's Date ____/____/____ Event Date(s) ____/____/____ - ____/____/____

Reason for Request _____

Church Member Responsible: _____ Phone Number: _____

Request for: ***ONE week maximum**

- Chairs ____ (specify number)*
- Rectangular Tables ____ (specify number)*
- Round Tables ____ (specify number)*
- Van Trailer Bus Other (specify) _____

Pickup Date ____/____/____ Time ____ am/pm

Return Date ____/____/____ Time ____ am/pm

Fees: A **\$50.00 deposit** for 4 (or fewer) tables OR 20 (or fewer) chairs is required.
 A **\$100 deposit** for more than 4 tables OR 20 chairs is required.
Make Checks payable to: Jamestown Baptist Church.
You will receive the deposit back if the items are returned clean and within three days of the return date above.

Requirements for:

Van:

Van is to be used for church activities only. Van must be filled with same amount of gas and must be cleaned (free of trash, vacuumed, etc.).
 Log your information in the Driver's Log Book (include your name, date, purpose, mileage, etc.)
 Van seats must be put back in and attached properly.

Trailer:

The church trailer may be used for church ministry or for transporting rented church equipment.
 Trailer must be cleaned inside, in original working order, and left empty.
 You are responsible for the proper connections for trailer lights.

Other Equipment:

Folding chairs, tables, and other available equipment must be returned in the same condition in which they were taken. All items must be returned clean or you will be charged for cleaning.

Approved by: _____

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OVER

General Guidelines: The intent of this policy is:

- To ensure that our equipment is treated with the utmost care, so that it will be useful for many years to come - to the glory of God.
 - To make as little work for others as possible in cleaning, upkeep, and repairs.
 - To establish how, when, by whom, and at what cost (if any) the equipment may be used.
1. Requests for Equipment are to be made at least two weeks in advance (preferably more).
 2. You will be contacted to make arrangements for pick up/return dates and times.
 3. The driver of the van MUST be a responsible adult at least 21 years of age.
 4. Alcoholic beverages and smoking are not permitted in the van or trailer.
 5. This Request Form may be revoked at any time by the board of Jamestown Baptist Church even after approval.

The person or group using the equipment shall save and hold blameless Jamestown Baptist Church from any and all liabilities or responsibilities arising from an incident in the use of the equipment, it being understood and agreed that the church assumes no obligations respecting the usage of the equipment by the person or group. Evidence of satisfactory liability insurance may be required.

Person Responsible for using the equipment is responsible for all damages. (Signing this form shall constitute an agreement to reimburse the church for any damage).

I have read and agreed to all the terms of this Request Form:

Signature of Person Responsible: _____ **Date:** _____

Person Responsible received copy of this form?