

Jamestown Baptist Church – For JBC Members

TABLES & CHAIRS REQUEST FORM

<u>Internal Use Only (Blue)</u>	
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)* (*metal folding chairs stored in the barn*)
- Rectangular Tables ____ (specify number)* (*gray ones only – storage by gym*)
- 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 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: _____

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?