

# EQUIPMENT LOAN TO A MEMBER

Prince of Peace Lutheran Church • 28455 Center Ridge Road Westlake, OH 44145 • (440) 871-5565  
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Today's Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

Date items are needed: \_\_\_\_\_

Date & Time Items will be picked up: \_\_\_\_\_

Date & Time Items will be returned: \_\_\_\_\_

## TABLES

- |  |                       |   |   |   |   |   |   |   |   |
|--|-----------------------|---|---|---|---|---|---|---|---|
| <input type="checkbox"/> 8' Long           | Quantity (circle one) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| <input type="checkbox"/> 6' Long           | Quantity (circle one) | 1 | 2 | 3 | 4 |   |   |   |   |
| <input type="checkbox"/> Square Card Table | Quantity (circle one) | 1 | 2 | 3 | 4 |   |   |   |   |

## FOLDING CHAIRS

Quantity needed: \_\_\_\_\_ (maximum of 120 in inventory)

## OTHER EQUIPMENT (some fees/deposits/restrictions may apply)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> 25-100 cup Coffee Pot | <input type="checkbox"/> 25 cup Pot (hot water) | <input type="checkbox"/> Coffee Carafes | <input type="checkbox"/> Crock Pot         |
| <input type="checkbox"/> Punch Bowl            | <input type="checkbox"/> Serving Trays          | <input type="checkbox"/> Chafing Dishes | <input type="checkbox"/> Projection Screen |

\* \* \* \* \*

Office Use Only

Date Request Received: \_\_\_\_\_

Council Notification and Approval: Y / N Date: \_\_\_\_\_

Date Items Returned: \_\_\_\_\_ Staff Member Acknowledgment \_\_\_\_\_