



DALLAS ALLIANCE CHURCH

GROWING IN CHRIST TOGETHER

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EQUIPMENT USE REQUEST

EQUIPMENT USE AGREEMENT (USE OTHER OTHER FORM IF ALSO REQUESTING FACILITY USE)

QTY	Description of Items/Equipment Needed

Name: _____

Address: _____

Email : _____ Phone: _____ Cell: _____

Beginning Use Date: _____ Time: _____ AM PM

Ending Use Date: _____ Time: _____ AM PM

Pick Up Date: _____ Time: _____ AM PM

I/We agree to return the above items clean and in good repair by (Return) Date: _____ Time: _____ AM PM

Deposit/Fee: \$ _____ I/We agree to forfeit our deposit and reimburse the Church for any damage to items borrowed.

Borrower Signature

Authorizing Authority Signature

Date

Date

Approval for the above request will be determined by several factors including availability of the space, type of events, and priorities with the church schedule, etc. Not all requests can be approved due to limited space, equipment, and church bylaws.

Final determination will be made by the church staff and requesters will be notified via phone/text/email/or in person.

OFFICE USE ONLY

Person Receiving Borrowed Items: _____

Were All Items Returned?: _____ Condition: Excellent Good Fair Damaged

Quantity of Items Returned: # _____ Fee Deposit: \$ _____ Returned Kept

Other Comments: _____