

# EQUIPMENT REQUEST



## First Baptist Church Paris, Tennessee

*Absolutely **NO** equipment is to be removed from the kitchen or equipment room unless the Food Service Committee, Food Service Director, or ministerial staff grant permission. Any group or individual desiring to use the equipment must complete an Equipment Request form and submit the request to the church office for approval. If permission is granted, equipment **MUST** be returned promptly after use **through the church office** to provide assurance the equipment used is returned. If any equipment is found damaged, the person making the request will refund the church at replacement cost.*

Items borrowed:

Description \_\_\_\_\_

Description \_\_\_\_\_

Description \_\_\_\_\_

Date Borrowed \_\_\_\_\_ Date to be Returned \_\_\_\_\_

I agree to take full responsibility for the above items while they are away from the church property and return them as stated in the above paragraph. In the event they are lost or damaged, I agree to take care of all repair or replacement costs that may incur.

Signed \_\_\_\_\_

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This is to certify that \_\_\_\_\_  
returned the following items in good condition:

Description \_\_\_\_\_

Description \_\_\_\_\_

Description \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_