



Tables and Chair Loan Out Request Form for Church Members

- Eight (8') folding tables and twenty-five (25) folding metal chairs are available to be borrowed by church members.
- Tables and cloth seat folding chairs in the Fellowship Hall are **not** available for loan.
- Borrower is responsible for returning all furniture in good condition.
- In case of a date conflict, requests will be approved on a first-come first-serve basis.
- Church custodian (Jon Bush) will approve the loan and meet the borrower to assist with pick up and return of furniture. Deacons are alternate contact.

Dates requested: Pick up on _____ Return on _____

Quantity of tables requested: _____

Quantity of chairs requested: _____

Borrowing member information:

Printed name: _____

Signature: _____

Phone: _____ Alt. Phone: _____

Email: _____

Custodian contact:

- Name: Jon Bush
- Phone: 540-337-2234
- Mail: 252 Flint Mountain Drive
Stuarts Draft, VA 24477
- Bethel in-house mail box – Custodian slot
(Bring this form to the pick up if custodian is contacted by phone)

Date picked up: _____

Good Condition (please initial): Custodian _____ Borrower _____

Please note any condition discrepancies: _____

Date returned: _____

Good Condition (please initial): Custodian _____ Borrower _____

Please note any condition discrepancies: _____
