



# Grace Hill Church Equipment Usage Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Ministry/Individual Requesting)

Address: \_\_\_\_\_  
(Street) (City) (State)

Item(s) requested: \_\_\_\_\_  
\_\_\_\_\_

Event or Purpose for equipment use: \_\_\_\_\_  
\_\_\_\_\_

Requested Date(s) of Use: \_\_\_\_\_

Time(s): \_\_\_\_\_  
(Start/Finish)

Please note that all requested items must be returned 24 hours after last day of listed above. Any items not returned within 24 hours, will incur fee for each day dependent upon item.

I, \_\_\_\_\_ understand this/these item(s) are property of Grace Hill Church, and I must return each item without any damages not noted prior to sign out.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Administrative Staff

-----**For Office Use Only**-----

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Date of Return for all items listed:  
\_\_\_\_\_

Person Notified of Approval: \_\_\_\_\_ Date/Time: \_\_\_\_\_ / \_\_\_\_\_