

Second Baptist Church of Ann Arbor

Reverend Mark J. Lyons, Pastor

734.663.9369

Loan Request Form for tables and chairs

To be completed at least three weeks prior to pick up date

Name _____
Address _____
Address of usage _____
Date of request _____ Date of pick-up _____
Number of tables _____ Number of chairs _____
Authorizing Party _____

Pick-up Information

Person's Name _____ Date _____
Number of tables _____ Number of chairs _____
Checked out by _____ Time _____

Return Information

Person's Name _____ Date _____
Number of tables _____ Number of chairs _____
Checked in by _____ Time _____

Condition of *tables* when returned _____ Good _____ Need repairs
If repairs are needed, please explain _____

Condition of *chairs* when returned _____ Good _____ Need repairs
If repairs are needed, please explain _____

