

**Table and/or Chair Request  
Trinity Lutheran Church**

To request tables and/or chairs(unpadded chairs & old tables) please follow this 2 Step process:

**Step 1:**Ask the church office staff to check the calendar for conflicts. If the tables/chairs are available,proceed to Step 2.

**Step 2:**Complete this form and return it to the church office 2 weeks prior to the activity.

-----

Person(s) requesting tables/chairs\_\_\_\_\_

Contact #\_\_\_\_\_

Date tables/chairs needed\_\_\_\_\_

Pick-up date\_\_\_\_\_ Return date\_\_\_\_\_

#Needed \_\_\_\_\_#tables \_\_\_\_\_#chairs

**\*NOTE:**The person requesting the use of the tables/chairs is responsible for carrying out and returning them to the table/chair room in Fellowship Hall.

Please return this form to the church office.

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

Returned tables/chairs received by\_\_\_\_\_ Date\_\_\_\_\_

Copy to the Building & Grounds Director

Approved by Church Council 8-20-12