

## Trinity Lutheran Church Property Request

To request tables and/or chairs (unpadded chairs & old tables) or other church property (ie: coffee makers, electric roaster etc.) please contact the church office staff to check the calendar for availability.

Complete this form and return it to the church office 2 weeks prior to the event.

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Person(s) making the request \_\_\_\_\_

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

What property is being requested \_\_\_\_\_

Date needed \_\_\_\_\_

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

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

**NOTE:** The person requesting the use of the tables/chairs is responsible for loading and returning them to the table/chair room in Fellowship Hall as they were found when taken. Church staff will not be available for loading and returning tables/chairs. Other property requested shall be returned during regular church office hours and put in the appropriate area by the requestor.

Please return this form to the church office.

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

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

Copy to the Building & Grounds Director  
Copy to the Church Office