

Pittsboro United Methodist Church
Requests to Borrow Church Property

Banquet tables and other church property, such as kitchen equipment, may be borrowed, at no cost, by both members and non-members. Requests made by non-members will be granted at the discretion of Church staff or Trustees.

- 1) Contact the church office (8:30-4:30, Monday – Friday) as early as possible to determine availability of items requested. If a church event is scheduled the Church event will take precedence over all requests to borrow property. All other requests will be on a "first come first served" basis.
- 2) Complete Request to Borrow information below and provide to Church office via e-mail, online form or provide necessary information via telephone.
- 3) Make arrangements with Church office for pick-up of items. Pick-up should occur during office hours when possible. Special arrangements will need to be made with a member of the Trustees if items must be picked up after office hours or after the Church has been locked.
- 4) Return all borrowed items within 48 hours unless special arrangements are made in advance. Items borrowed on Friday must be returned by Monday morning unless they are essential to the Sunday worship, in which case they should be returned before 9:00 p.m. Saturday evening.
- 5) Please notify Church office by e-mail (pumc@indy.rr.com) or telephone (317-892-4784) when items have been returned.
- 6) No deposit will be required when borrowing Church property, however, if loss or damage occurs borrowers will be responsible to replace the borrowed property with a like item (as approved by Church staff or Trustees) or pay an amount commensurate with the cost to replace the item, as determined by Church staff or Trustees.

Name: _____ PUMC Member? _____ Yes / No

Address (non-members only): _____

City: _____ State: _____ Zip: _____

Best Telephone Number: _____ E-mail: _____

Item(s) requested _____

Date item(s) needed: _____ Expected Pick Up Time: _____

For office use only

Date request received: _____

Date request confirmed: _____

Date item(s) picked up: _____

Date item(s) returned: _____