The Olympia Unitarian Universalist Congregation (OUUC) may agree to loan equipment for off-site use to members and friends. Use of equipment may not conflict with the program needs of OUUC. The user is responsible for equipment transportation, and for returning the equipment in a timely manner and in good condition. This form must be completed by the user and church office staff prior to equipment pick up. Donations for equipment use are gratefully accepted.

Date of Request: _________________________  Date Needed: ______________________________
Pick up Date and Time: ____________________  Return Date and Time: ______________________
Equipment Needed (include number of tables and chairs):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Person Requesting: ___________________________________________________________________
Relationship to OUUC: __________________________________________________________________
Phone ___________________________  Email ____________________________

Equipment Use Agreement: I agree to return equipment at the agreed upon time in the same condition it was received. I am responsible for any damaged or lost equipment.

Signature: ___________________________  Date ______________________
Approved by: ___________________________  Date ______________________