

**St. Gregorios Malankara Orthodox Syrian Church, Raleigh, NC
Equipment/Furniture Sign Out/Sign In Log**

From

Name
Address

To

The Vicar/Trustee/Secretary
St. Gregorios Malankara Orthodox Syrian Church
Raleigh, NC 27606

Dear Rev. Fr. (Vicar)/Madam/Sir:

I would like to borrow some equipment/furniture for my use in conjunction with the (function name) _____. I am assuring you that I will take care of it and return it immediately after the use in good condition.

Date Checked Out	Equipment/ Furniture & Count	Responsible Party	Date Returned	Initials of who returned

1. Complete the above given log indicating who checks out which piece of equipment/furniture. It is **vital** that all checked out items must be returned on or prior to the following Sunday (8:30 a.m.) in good working condition.
2. If any damages to the equipment or furniture are incurred during the borrowed period, it's the responsibility of the borrower to have it fixed or replaced immediately.
3. **NEW SOUND EQUIPMENTS THAT IS CURRENTLY IN USE ARE EXEMPTED** from being borrowed.

Sincerely,

Signature