

*Encouraging lives of purpose, service, and joy!*

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**Equipment Use Request Form**

*BUF may agree to loan equipment such as tables and chairs for off-site use to members and friends. Use of the equipment may not conflict with the program needs of BUF. The user is responsible for equipment transportation, and for returning the equipment timely in good condition. This form must be completed by the user and the BUF administrator prior to equipment pick-up. Donations for such uses are gratefully accepted.*

Date of Request: Date Needed:

Pickup Date & Time: Return Date & Time

Equipment Needed (Include number of tables and chairs):

Person Requesting:

Relationship to BUF:

Contact Information:

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

Date:

Signature

Date:

Approved by Administrator