



Hillside
BIBLE CHURCH

**BORROWING
CHURCH EQUIPMENT
FOR OFFSITE USE**

Please submit at least two weeks in advance to admin@hillsidebible,
or drop off in our office mailbox.

Name _____ Phone # _____

Address _____

Email _____ Church Member? Y or N

If not church member, name of sponsoring church member _____

Date requested _____ Return date _____

Occasion for use (church ministry, community event, shower, wedding, graduation)

Church items you wish to use (tables, chairs, kitchen equipment, etc):

AUTHORIZED SIGNATURE: _____

(Pastor Cliff, Deacon, Mary Anderson)

I have read the attached instructions and will adhere to all the requirements of facility and church property usage. See use policy on reverse side.

Signed _____ Date _____

HILLSIDE BIBLE CHURCH

Offsite Equipment Use Policy

(Please read the following requirements and guidelines and keep a copy for reference.)

HILLSIDE BIBLE CHURCH exists to serve God and bring Him glory in all that we do. Therefore, we practice good stewardship--sharing and caring for our equipment-- and invite you to do the same by honoring the following policies:

- Any use of equipment requires prior approval from the Hillside office staff.
- If approved, Hillside Bible Church members are able to use our equipment. They must pick up and return all borrowed equipment by the date specified.
- The church uses much of our equipment on Wednesdays, Thursdays, and Sundays. Prompt return of equipment may be required.
- Some equipment is not available for offsite use including padded chairs, linens, and thermal coffee carafes.

Tables

Round tables are not allowed to be used offsite. We do have a limited number of both 6ft and 8ft rectangular tables available for use.

Chairs

Folding chairs are available for use. The office will direct you to the location where the chairs may be picked up. This may be the main campus building on Church Street or the North Activity Campus, depending on the activity and the number of chairs required for use.

Kitchen Equipment

Kitchen equipment is used regularly, so it is important to return items promptly. An accurate inventory of utensils, dishes, coolers, etc. is required for check out. The office will make a copy for you, so it is easier to keep track of these items to return.

Vans

Church vans will only be used for church outings, never for personal use. Special arrangements for pick-up and returning the vans and keys must be made prior to borrowing them.