

### Borrowing Harvard Equipment

Church members are welcome to borrow certain Harvard equipment including tables, chairs, hand truck (dolly), ladders, wedding arch, candle holders, artificial flowers, and sound equipment. Permission to borrow equipment is given by the Ministry Team Leads (names of Leads on back).

Please follow the process below:

1. Fill out HAEFC Equipment Usage Form at least 2 weeks before needed and give to Team Lead.
2. Adhere to any suggestions given for protecting equipment.
3. Return borrowed equipment within 2-3 days of usage or as agreed to by Team Lead.
4. Report any damage to equipment to Team Lead.



### HAEFC Equipment Usage Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Equipment Requested: Please list the equipment you wish to borrow.

Items (i.e. microphones, flowers, tables)	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What dates would you like to use the equipment? \_\_\_\_\_

Please read and sign the following usage agreement.

*As a member of Harvard, I recognize the equipment I borrow is the property of the church and that I am entrusted to use its items in ways that bring honor to God. I agree to use the equipment responsibly and, in case of damage, replace it with a new product of equal quality agreed to by the Ministry Team.*

Signature \_\_\_\_\_

EQUIPMENT REQUESTED	MINISTRY TEAM LEAD	CONTACT PHONE	CONTACT EMAIL
Kitchen and Serving Equipment (including tables and chairs)	Anne Herzeg, CIS Team Lead	630-709-3742	aherzeg@herzeg.com
Maintenance Equipment	Dave Stanfield, Property Team Lead	630-279-1407 Cell: 630-661-1121	juliestanfield1@gmail.com
Worship and Sound Equipment	Robin Viens, Worship Team Lead	630-613-9161 Cell: 630-890-2772	robertaviens@yahoo.com
Sports and Game Equipment	Pastor Jason Wilson, CYM Team Lead	630-834-2650	jwilson@harvardavenue.org