

Dexter United Methodist Church

7643 Huron River Drive, Dexter, Michigan 48130
Phone: (734) 426-8480 email: secretary@dexterumc.org

TODAY'S DATE (date of submission):

Request Form – to borrow “Loaner” Tables & Metal Folding Chairs

Name:	Address:
Phone (Day): Phone (Evening):	E-mail: Fax:
Date(s) of use:	
Location (of use):	
<input type="checkbox"/> _____ # of White Tables borrowed (<u>10 total available</u> , white plastic marked “DUMC loaner” – located lower level, Ed. Bldg)	
<input type="checkbox"/> _____ # of Brown Tables borrowed (<u>15 total available</u> , brown wooden – located in shed)	
<input type="checkbox"/> _____ # of Metal Chairs borrowed (~ <u>100 total available</u> , metal folding – located in lower level, Ed. Bldg)	
You are responsible for pick up and return of all borrowed church equipment. Please return all items to location listed above; and return all borrowed items in a timely manner. Further guidelines are listed below. Thank you for your cooperation.	
Pick up by: Date / Time:	Return by: Date / Time:

RULES FOR EQUIPMENT USAGE

1. **Tables & chairs will be loaned to church members only on a first-come, first-serve basis.** No equipment is to be removed unless reserved within the Use Folder, located in the church office.
2. **Self-service reservations must be made in person,** preferably during business hours. Pickup and delivery access may be arranged for non-business hours thru the office.
3. **Please be considerate of others and return all borrowed equipment on time!** A delay on your part may cause problems for someone else.
4. Equipment is to be returned to the location from which it was obtained.
5. Any damages must be reported.
6. Donations are encouraged to cover the expenses of maintenance & replacements. Suggested amount is \$2/table and \$1/chair.

SELF-SERVICE RESERVATIONS

FOR DEXTER UMC TABLES & CHAIRS

- (1) Complete an Equipment Use Form;
- (2) Block your requested use on calendar within reservation book, list your name & number of tables/metal chairs taken;
- (3) File your form behind the month tab of your request. Thank you.

RULES FOR EQUIPMENT USAGE

7. Tables & chairs will be loaned to church members only on a first-come, first-serve basis. **No equipment is to be removed unless reserved within this folder.**
8. Self-service reservations must be made in person, preferably during business hours. Pickup and delivery access may be arranged for non-business hours thru the office.
9. **Please be considerate of others** and return all borrowed equipment on time! A delay on your part may cause problems for someone else.
10. Equipment is to be returned to the location from which it was obtained.
11. Any damages must be reported.
12. **Donations are encouraged to cover the expenses of maintenance & replacements.** Suggested amount is \$2/table and \$1/chair.

LOCATION OF EQUIPMENT AVAILABLE FOR OFF SITE USE:

- **White plastic tables** (lower level Ed. Bldg., Newkirk side) – **10 available**, marked “Loaner”
- **Metal chairs** (lower level Ed. Bldg., office side) – **100 available**
- **Brown wooden tables** (storage shed, long driveway to youth retreat center) – **15 available**

NON-LOAN TABLE & CHAIR COUNT – USED FOR ON-SITE EVENTS ONLY

- 15 – White plastic 8’ tables (marked DUMC, storage in Newkirk Hall); 2 additional UMM 8’ tables
- 14 – Brown wooded round tables (storage in Newkirk Hall)
- 9 – White plastic round tables (storage in alcove adjacent to Atrium)
- 200 – Putty-colored plastic folding chairs (storage in Newkirk Hall & lower lever Ed. Bldg. office side)