

VICTORY OUTREACH POMONA

Church Equipment & Item Check-Out Form

Date Checked Out: _____

Date Due Back: _____

Borrower Information

Name of Person Responsible: _____

Phone Number: _____

Event/Ministry Department: _____

Item(s) Being Checked Out

[illegible]

Responsibility Agreement

I, _____, acknowledge that I am responsible for all church property listed above while it is in my possession.

I agree to the following:

- All items must be returned no later than the agreed return date listed above.
- All items must be returned **clean, in good condition, and in the same condition in which they were received.**
- I understand that I am fully responsible for the care, safekeeping, and proper use of all borrowed items.
- I agree to report any damage, loss, or malfunction immediately to the church office.
- I understand that if any item is lost, damaged beyond normal wear and tear, or not returned, I may be responsible for repairing or replacing the item at my own expense, as determined by church leadership.

Check Out Inspection

Condition Upon Check Out:

- ☐ Excellent
- ☐ Good
- ☐ Needs Cleaning
- ☐ Damaged

Comments: _____

Signatures

I have read and agree to the terms and conditions stated above.

Borrower's Signature: _____

Date: _____

Church Representative Signature: _____

Date: _____

Office Use Only

Return Inspection

Date Returned: _____

Condition Upon Return:

- ☐ Excellent
- ☐ Good
- ☐ Needs Cleaning
- ☐ Damaged

Comments: _____

- ☐ Item(s) Returned Clean
- ☐ Item(s) Returned On Time
- ☐ All Item(s) Accounted For

Received By: _____

Date: _____