



163 E. 18th Street, Fond du Lac, WI 54935
(920) 922-7211 (920) 922-8690 Fax
www.grcfdl.org

EQUIPMENT REQUEST FORM

Today's Date: _____

Your Name: _____

Equipment Requesting:	Quantity:
_____	# _____
_____	# _____
_____	# _____

Date you will pick up _____

Date you will bring back _____

- **Items must be checked out through the office during office hours**
- **Items must be returned through the office during office hours**
- Items must be brought back in the same condition as they were when borrowed
- Borrower is responsible for any damages
- No items can be borrowed during Vacation Bible School in June
- A deposit may be required if you are not a member of GRC

Signature of borrower: _____

*Office Hours: Monday – Thursday 7:30AM to 11:30AM and 12:30PM to 4:30PM
Friday from 7:30AM to 12:00PM*

<p><i>For office use:</i></p> <p><input type="checkbox"/> Request granted <input type="checkbox"/> Request denied</p> <p>By: _____</p>
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