

Buffalo Evangelical Free Church  
2051 50<sup>th</sup> Street NE  
Buffalo, Minnesota 55313  
763-682-6846

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
On Calendar \_\_\_\_\_ Date \_\_\_\_\_  
Copied DE \_\_\_\_\_ Date \_\_\_\_\_  
Check Rc'd \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT FOR OFF-SITE USE OF CHURCH ITEMS

Requested by \_\_\_\_\_ Today's Date \_\_\_\_\_  
Name of Permittee

Organization \_\_\_\_\_

Phone (and alternate number) \_\_\_\_\_

Location where items will be used \_\_\_\_\_  
Street Address City State

Brief description of event \_\_\_\_\_

Date you wish to reserve items for use. If for more than one day, please indicate the date range.

Date(s) S M T W TH F S

Day Month Day Year

Items requested – Please indicate the number of each of the items you are requesting. *Availability may vary based on events scheduled in the building that require use of items.*

\_\_\_\_\_ Folding Chairs \_\_\_\_\_ Rectangular tables

**NOTE: Worship Center chairs, sand-colored chairs, & round tables may NOT leave the church.**

Date \_\_\_\_\_ and time \_\_\_\_\_ of items to pick up. Date \_\_\_\_\_ and time \_\_\_\_\_ of return of items.

**LIABILITY** – By signing this agreement below, Permittee shall hold harmless Buffalo Evangelical Free Church from any and all damages, loss or liability occurring by reason of any injury to person or property caused by an act or omission, neglect or wrong-doing of the Permittee or any of its officers, agents, representatives, guests, employees, invitees, or persons contracting with Permittee, and Permittee will at its own cost and expense, defend and protect Buffalo Evangelical Free Church against any and all such claims and demands. The Permittee is agreeing to borrow off-site items in an “as is” condition. This agreement in no way assures the reliability of the items borrowed from the church.

The undersigned Permittee bears the responsibility of coordinating the pickup and delivery of items borrowed for off-site use. Please have this arranged with the office *no later* than 7 days prior to use request date.

Permittee Signature \_\_\_\_\_  
Church Approval \_\_\_\_\_ Date \_\_\_\_\_

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### Review for return of items utilized off-site:

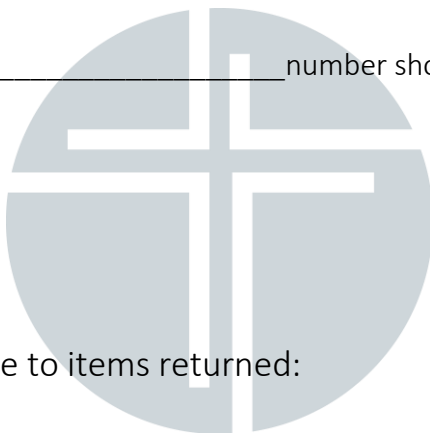
Name of Applicant: \_\_\_\_\_ Date of use: \_\_\_\_\_

Indicate here description and number of items that were NOT returned:

Description: \_\_\_\_\_ number short \_\_\_\_\_

Description: \_\_\_\_\_ number short \_\_\_\_\_

Description: \_\_\_\_\_ number short \_\_\_\_\_



And/or

Indicate here description of damage to items returned:

Description: \_\_\_\_\_ Damage \_\_\_\_\_

Description: \_\_\_\_\_ Damage \_\_\_\_\_

Description: \_\_\_\_\_ Damage \_\_\_\_\_

OR

All items returned appear to be in usable condition and all items were returned \_\_\_\_\_  
("X" here)

Church staff initials \_\_\_\_\_ (initials of individual checking items back in)

Date \_\_\_\_\_