

St. Ignatius of Antioch Parish

Property Request and Release Form

Name of Person Requesting Tables/Chairs

Date of Request

Name of Organization Requesting Tables/Chairs (if applicable)

Address/Location Where Tables/Chairs Will Be Used

Contact Person Phone Number: _____

Quantity Requested: Tables _____ Chairs _____

Quantity Returned: Tables _____ Chairs _____

Date Picked Up _____ Date To Be Returned _____ Date Returned _____

Please read the below "Condition of Use" before signing:

The borrower is responsible to contact the Rectory at 215-493-3377 (ext. 211) to determine availability. Once availability is confirmed, the borrower should fill out and sign a property release form, which is available at the rectory between 9am-12pm and 1pm-5pm Monday – Wednesday. The signed form should be left at the rectory. The rectory will provide the borrower with a key to pick up the tables/chairs. Once the borrower is done with the tables/chairs, they should go to the rectory to fill in the return portion of the form they signed. Once this is done the borrower should obtain the key and return the tables/chairs to their original location.

All tables and chairs are the property of St. Ignatius of Antioch Church and School. The person (s) or organization borrowing the chairs is responsible for their condition and for their prompt return. While there is no charge for the use of tables and chairs, a donation would be appreciated. The donation can be made at the time this form is completed and the check made out to St. Ignatius Church. The borrower is responsible for any repairs required due to damage or loss while the tables and chairs are in their possession.

I have read and understand the above condition of usage, and accept responsibility for the tables and chairs as outlined above.

Signature

Date