Unitarian Universalist Fellowship of DeKalb
Furniture Sign Out Form

1. Contact Church Office and fill out Furniture Use Form:
2. Deposit required. Will be refunded when furniture is returned in good condition. If items are not in good condition, deposit will be held until review is conducted by the Board of Trustees or its designee.
3. Deposit fee is $1.00 per chair and $5.00 per table:
4. Limit of 4 tables and 24 chairs. Any larger request can be considered by the Board of Trustees or its designee.

Name _____ **Phone:**_____ **Email** _____

Item	Serial Number Listed	Item	Serial Number Listed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total # of Tables: _____ **Total # of Chairs:** _____
All items returned in good condition: _____ **Yes** _____ **No**
Date Deposit returned: _____