

Pacific Southwest District of the Church of the Brethren
Equipment Reservation Form

Please make a copy for your records

Submit at least 10 working days before the event.

Reservation Confirmation will be by phone, letter, or email.

Please submit reservation to:

909-392-4049 voice
 909-392-4056 fax

FrontDesk@pswdcob.org

**Pacific Southwest District of the Church of the Brethren
 P.O. Box 219, La Verne, CA 91750-0219**

Reservation Information		
Congregation:	Today's date:	
Address:		
City	State	Zip _____ - _____
Phone ()	FAX ()	Email:
Event name & description of how it benefits your ministry:		
Event Date:		
(1 or 2 working days before event) Preferred Pickup Date / Time:		
(1 or 2 working days after event) Preferred Return Date / Time:		
Describe equipment needed and how it will be used:		
Contact information for individual <u>responsible</u> for the equipment:		
Name:		
Address:		
City	State	Zip _____ - _____
Phone ()	FAX ()	Email:
The _____ Church of the Brethren will take care of the equipment, and will replace any damaged items with new replacements. <i>Normal "wear & tear" is acceptable, but please call our attention to items needing maintenance (bulbs, batteries, etc.).</i>		
Board Chair or Pastor	Date of signatures	Responsible individual