



TABLES/CHAIRS CHECK OUT/USAGE GUIDELINES

Bethlehem Baptist Church is pleased to allow you to use tables/chairs that belong to our local church body. As part of the body and all caring for the property that belongs to the body, we ask that you return the tables/chairs clean, with no grass or mud on table/chair tops or legs. If you break or damage a table/chair, we just ask that you replace that table/chair.

Tables/chairs are to be reserved through the church office, contact Betsye Spencer @ 256.828.4835. ext.222 to secure a date. They should be returned within 3 days unless notified otherwise.

Name of Person responsible for tables: _____
Contact phone: _____
Date checked out: _____ Date to return _____
Alternate contact, if needed: _____

Tables/Chairs to be checked out:

of _____ 8' Long table

of _____ 6' Long table

of _____ Round table

of _____ Chairs

Tablecloths

of _____ Round (Floorlength/90" round) (White/Black/Other)

of _____ Rectangle (Banquet/8' short) (White/Black/Other)

Other items: _____

I agree to the terms and conditions above: _____ Signature

\$50 Deposit Received _____ Office Use Only: Staff/Volunteer . checking out: _____
Staff/Volunteer. Verify upon return: _____
