

Trinity Baptist Church

Communication Ministry Technology Equipment Request Form

Name: _____

Ministry: _____

Contact Phone: _____ Contact Email: _____

Date Needed: _____ Date to be Returned: _____

____ Laptop 1
____ Interactive Whiteboard *
____ Digital Camera
____ Other _____

____ Projector Screen
____ Video Camera
____ Projector

* Technology Team member must supervise use of Interactive Whiteboard. TWO WEEK NOTIFICATION IS REQUIRED

To be used for what purpose: _____

To be used where: _____

Checked out by: _____

This equipment is the property of Trinity Baptist Church and must be used for Church business only. Authorization for off-site use must be approved by your ministry chair/director. The individual using the equipment will be totally responsible for the proper care and return of the equipment to the **Communication Ministry** or the Church Office.

Signature of Borrower: _____

If going off-site, Ministry head signature: _____

Request Approved by: _____ **Date:** _____

Please retain a copy of signed form your records