

EVERGREEN/ROCK/URBAN PRODUCTION EQUIPMENT SIGN-OUT

COMPLETE THIS FORM EVERY TIME EQUIPMENT OR SUPPLIES LEAVE THE PRODUCTION OFFICE. THERE ARE NO EXCEPTIONS, **VERBAL APPROVAL IS REQUIRED**: CONTACT MARK DAVIS - 612.730.6035. AN ALTERNATE APPROVAL CONTACT IS PETER WELLE - 612.245.8032.

PLEASE PROVIDE NOTICE AS FAR IN ADVANCE AS POSSIBLE TO FACILITATE COORDINATION AND APPROVAL. ONLY APPROVED PERSONS MAY USE CERTAIN ITEMS. RESERVATION IS NOT APPROVED UNLESS ALL CHECK-BOXES ARE CHECKED.

Reserved Date (current date): _____

Name:	Cell phone (home phone only if no cell phone):
Email address:	
Home address:	

Church Member
 Church Ministry Purpose (req'd): _____

Equipment Description (list every item or kit)	Bin #	Planned Pick-up Date	Planned Return Date		Actual Return Date	Return Inspection Notes/OK

ANY SUPPLIES TAKEN/USED

(E.G. GAFFER TAPE, OTHER TAPE, FOG FLUID, GEL, DIFFUSION PAPER, MEDIA, ETC)

A signature is not required; however, verbal approval is required. Contact an approver and indicate their approval below.

Approved by: _____