MacArthur Park
Church of Christ

MacArthur Park Ladies Closet Reservation Form

Date(s) of Event: ___/___/___ Date Needed For Set-Up: ___/___/___
Person Responsible For Items: _____
Home Phone Number: _____
Cell Phone Number: _____
Email Address: _____

Event Type: __Mac Ministry Activty (Ministry: _____)
__Mac Shower Team (Team Leader: _____)
__Personal $50 deposit required*
Deposit check required with reservation for away events. Will be returned at Check-In

Ladies Closet Hostess: _____ Phone: _____

Agreed Upon Check-Out Date: ___/___/___ Time: _____

Agreed Upon Check-In Date: ___/___/___ Time: _____

List items below with description and quality that are being reserved for this event.

Item Description:	Qty Reserved:	Qty Check-Out:	Qty Checked-In:

I hereby agree to the terms and conditions for use of Ladies Closet items. I agree to return items on the agreed upon date and a the agreed upon time.

_____ ____/____/____
Signature of Person Responsible for Items Date

Hostess Use Only:
Return Processed By: ___
Inventory: _____
Damage or Loss: _Y _N
Donation: _____

Ladies Closet Guidelines
Please Read Carefully

1. Use of the closet is for member of the MacArthur Park church.

2. Formal Mac Ministry activities have first access to the closet.

3. All items must be checked in and out with a Closet Team Hostess.

4. All items borrowed must be returned in their original containers.

5. Tablecovers and linens must be cleaned and pressed before returning.

6. All items checked out and returned at the same time.

7. A $50.00 refundable deposit is required for personal events. Deposit is required when reservation is made.

8. We understand that items wear out and sometimes things get broken. If an excessive amount of items are damaged or broken, a replacement fee will be charged.

9. Only one person from an event is to check-in items in and out with the hostess.

10. Returned items should never be left in the building, but checked in through a Ladies Closet Hostess.

11. The return (check-in) date should be honored for every reservation.