



ALLIANCE LEASE REQUEST CHECK LIST

- Complete Short Term Lease Application
- Return completed Short Term Lease Application prior or before Asset is needed to Brooke Campo via fax (985-369-4461) or e-mail (brooke@newchurchassoc.com)
- Upon lease request approval,* Asset Lease will be e-mailed to you to print and sign
- Fax or e-mail signed lease to Brooke Campo via fax (985-369-4461) or e-mail (brooke@newchurchassoc.com)
- Mail original signed lease to address above for the Alliance office to keep on file
- Alliance office will assist you with needed Asset pick up and return information. Lessor is responsible for the safe transport and return of scheduled leased item(s).

*Alliance Asset Item Availability is determined based on need for that asset (i.e.: Emergency use is given a higher priority than day to day or special event use). If the need for that asset is equal, then the assets are allocated on a first come, first serve basis.