Community equipment lending log

Keep track of shared items and agreed returns.

Three steps

1. Agree lending terms
2. Record condition and due date
3. Confirm return

A worked example

Item	Projector
Borrower reference	Member A
Condition out	Working
Return due	Dec 5

A clear due date and condition help prevent disputes.

Keep personal details private.

Community equipment lending log

Use one row per item or decision. Start with what you know.

Item	Borrower reference	Condition out	Return due

My next action / when