

VAN USE REQUEST FORM

This form must be completed by all groups or individuals who wish to use the church vans.

Submit your request to the Church Office at least 2 weeks in advance.

PLEASE CHECK ONE:

- Blue Ford (#1) - (mainly used for hauling materials)
- Black/Silver Ford (#2) - (holds 12-15 passengers and includes a toe hitch)
- Blue Dodge (#3) - (holds approx. 12 passengers)
- Tan Ford (#4) - (holds 12-15 passengers)
- Tan Ford (#5) - (holds 12-15 passengers and includes a toe hitch)

EVENT INFORMATION

Today's Date: _____

Organization/Ministry: _____

Vehicle Driver: _____

Phone #: _____

Departure Date: _____

Departure Time (AM/PM): _____

Return Date: _____

Return Time (AM/PM): _____

Destination: _____

Approx. Mileage (round-trip): _____

CONTACT INFORMATION

Group Leader: _____

Day Time Phone: _____

Cell Phone: _____

Email Address: _____

Vehicles must be returned with a full tank of gas. In addition, please take a moment to complete the follow-up vehicle evaluation which is located in a designated mailbox in the church workroom. This helpful information will enable to stay up-to-date on the condition of the vehicles. Thank you!

When you have completed the form, you have three options:

- 1) Email your form to lerachel-buffkins@forcey.org; 2) fax the form to 301-622-1231 or 3) drop your form off in the church office.

*****Once your request has been approved, the listed contact person will receive a confirmation via email.

RECEIVED IN CHURCH OFFICE ON: _____

Approved: _____