

FCBCLA Church Vehicle Request

Submit to vehicles@fcbc.org or Church Office mailbox.



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
(213) 687-0814 (213) 375-3999 info@fcbc.org

Submit ALL necessary forms to avoid processing delays.

1. Reservations must be made at least *one week* in advance.
2. Select driver(s) from the list of church approved drivers. List is available from the Church Office.
 - Driver(s) must be approved to drive the type of vehicle requested.
 - Confirm the driver(s) is available *before* submitting this form.
3. Submit a **FACILITIES/ACTIVITIES REQUEST** form to the Facilities Manager, so the church is aware of the activity and to reserve a room before departure (if needed).
4. Notify the Church Office immediately if you no longer need a vehicle, so that others may use it.

Name of Group _____ Today's Date _____

Person in Charge _____ E-Mail _____

Phone (Home) _____ (Cell) _____

Purpose of Request _____ Destination _____

Number of Vehicles Needed: Mini-vans _____ Vans _____ Mini-buses _____ Bus _____

Name of Driver(s)

a) Mini-van _____

b) Van _____

c) Mini-bus _____

d) Bus _____

Date(s) of Usage: From _____ To _____

Time of Usage: From _____ To _____

AUTHORIZATION:

Pastoral Staff Signature _____ Print Name _____

CHURCH OFFICE USE ONLY

Vehicle Assigned: _____ Date: _____

Assigned by (signature) _____ Print Name _____