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________________________
(Rev.08.19.2015)