



REQUEST FOR VEHICLE USE

Please return completed form **7 days prior** the date of use. Should your event cancel or change, please notify the church office immediately.

Today's Date: ____/____/____

Vehicle #1 tag number: _____ Vehicle #2 tag number: _____

Department: _____ Account to charge usage: _____

Department Leader requesting vehicle: _____

Name of Your Activity _____ Destination: _____

Date of Activity ____/____/____

Pick up time: ____:____ A.M. / P.M.

Date of Return: ____/____/____

Return Time: ____:____ A.M. / P.M.

Driver #1 Name: _____

Driver #2 Name: _____

Does driver(s) have permission form on file to operate church vehicles? Yes No

Out of town or over night trips, please state where you will be staying:

_____ Phone: _____

Approved By: _____ Date: ____/____/____

DEPARTMENT LEADER PLEASE NOTE

It is your responsibility to:

1. 1. Pick up keys and return to church office.
2. 2. Return the vehicle clean inside and out.
3. 3. Empty all trash.
4. 4. Inform the church office immediately if there is a problem with the vehicle.
5. 5. Fill with fuel on return.
6. 6. Fill out vehicle Return Form.