



# CHURCH VEHICLE USE REQUEST FORM

*In order to reserve your use of the vehicle, please return your completed form 10 days prior to your event. Should your event cancel or change, please contact the church office as soon as possible.*

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Your Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time You Will Need Vehicle: \_\_\_\_\_ AM | PM

Time You Will Return Vehicle: \_\_\_\_\_ AM | PM

Is This An Overnight Trip:      Yes | No

Date You Will Return Vehicle: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of Days You Will Be Away For: \_\_\_\_\_

**If you are going out of town, please state where you will be:**

\_\_\_\_\_

\_\_\_\_\_

Vehicle

Name of Driver

*Please note that it is your responsibility to:*

- 1. Return the vehicle in a clean state.*
- 2. Empty all trash.*
- 3. Inform the maintenance supervisor if there is a problem with the vehicle.*

*If you are returning the vehicle on Saturday afternoon or later, please make certain that the vehicle has a full tank of gas.*

*Your ability to use the vehicle in the future depends on how you return it after your use.*