

Van Use Request Form

Rev. 11/10/07

Date of Activity: _____

Name of Driver: _____

Department/Ministry: _____

Approval: _____

Are You on the Church's Insurance List? Yes or No

Which Van(s) are you requesting? _____

How Long Do You Need the Van? From _____ to _____

How Many Passengers? _____

When Do You Plan to Pick Up the Keys? _____

Location of Trip:

Details of Event: _____

Office use only

Dept. Pastor's Approval: _____

Date Approved: _____

Office Approval (Gary L. Steward): _____

Copies to: _____Calendar _____Approving Pastor