



Bus Use Request Form

Today's Date: _____

CONTACT INFORMATION

Group Leader: _____ Ministry: _____

Cell Phone: _____ Email: _____

(Drivers must be approved by the Church Office in advance of the trip. New drivers please call 301-622-2200).

Drivers Name: _____ Drivers Cell: _____

EVENT INFORMATION

Destination: _____ Approx. Mileage (complete trip): _____

Date Needed: _____ Pick-up Time*: _____

Return Date and Time: _____

*Keys and fuel cards will be available at the Forcey Guard Desk during hours when the building is open.

Please check your preferred bus:

Bus #1 Bus #2 Bus #4 Bus #5

Will you need a fuel credit card? Yes No *(Fuel cards at the Welcome Center are available only for church use. Fuel cards for the school can be obtained in the school office).*

This completed form must be submitted to the church office at least two weeks before the bus is needed. The Group Leader will receive a confirmation email when the request is approved.

Keys and fuel credit cards can be picked up at and returned to the Forcey Security Guard desk (phone 301-622-2200 x150).

Buses must be returned with a full tank of fuel and swept or vacuumed clean.

FOR OFFICE USE:

Revised August 13, 2018

Received in church office on: _____ Bus to be used: _____

Approved: _____ (Copy to go to Guard Desk to authorize key pick-up)