



# Bus Use Request Form

Please complete one form for each bus needed

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

## Contact Information

Group Leader: \_\_\_\_\_

Forcey Ministry: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Driver: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

## 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 are available only for church use.)*

This completed form must be submitted to the church office (by email to lerachel-buffkins@forcey.org, by fax to 301-388-0305 or by hand delivery) 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 22, 2014*

Received in church office on: \_\_\_\_\_

Bus to be used: \_\_\_\_\_

Approved: \_\_\_\_\_

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