

Van 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 van:

Van #6

Van #7

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 van 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).

Vans 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: _____

Van to be used: _____

Approved: _____

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