

Van Request Form

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 van:

Van #4 Tan Ford – 15 passengers

Van #5 Tan Ford – 15 passengers (tow hitch)

Van #6 Tan Ford – 12 passengers

Van #7 (white) – 12 passengers

Trailer

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, fax to 301-388-0305 or by hand delivery) 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 May 6, 2015

Received in church office on: _____

Van(s) to be used: _____

Approved: _____

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