



FELLOWSHIP
Church of God

Church Office Hours:
Monday – Thursday, 10 a.m. to 2 p.m.
(440)-786-8480 Office

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____
 Date Approved: _____ Approved By: _____
 Authorized Driver: Yes No

CHURCH VAN/BUS RESERVATION FORM

PERSON MAKING REQUEST:

Contact Name: _____ Telephone Contact: (_____) _____ - _____
 Ministry: _____ Contact Email: _____

VEHICLE USAGE DETAILS:

Anticipated Number of Passengers: _____
 Requested Date(s) & Time(s): Pick-up Date _____ / _____ / _____ Time: _____ : _____ am pm
 Return Date _____ / _____ / _____ Time: _____ : _____ am pm
 Single Use: Yes No Regular Use: Weekly Monthly _____
(please note schedule, i.e. first Friday of month or every Sunday)
 Regular Use Start Date: _____ / _____ / _____ Regular Use End Date: _____ / _____ / _____
 Destination: _____ Destination City/State: _____
 Purpose: _____

Provide Name(s) of All Individuals Expected to Drive Church Vehicle (*Authorized Drivers Only*):

Name: _____ Telephone: (_____) _____ - _____
 Name: _____ Telephone: (_____) _____ - _____
 Name: _____ Telephone: (_____) _____ - _____
 Name: _____ Telephone: (_____) _____ - _____

Church Van/Bus Reservation & Usage Guidelines

- Use of church van and/or bus is for ministry related activity only. Personal use is prohibited.
- Use of church van and/or bus requires the submission and approval of a Church Van/Bus Reservation Form.
- Forms for single use requests are required at least ten (10) days prior to request. Requests for overnight trips and regular use are required at least thirty (30) days prior to request.
- Reservation requests are approved and scheduling maintained by the church office.
- **Once approved and event placed on Church Van/Bus Schedule, a copy of request will be returned to ministry mailbox for your records. Until you receive copy of form, or are notified by email, your request is not approved.**
- **Operation of church van and/or bus is restricted to authorized drivers only.** List of authorized drivers can be obtained from the Church Office.
- It is the responsibility of the contact person and/or driver to make arrangements to obtain key to vehicle prior to date of use. Keys should be returned to church within 24 hours of use.
- All vehicles should be returned with full tank of gas and all trash removed.
- Driver is required to complete vehicle log and report any repair or maintenance concerns.