

REQUEST FOR USE OF CHURCH VAN

For Staff Only
Date received: _____
Received by: _____

Date of Request ____/____/____

Ministry Requesting: _____

Event: _____

Requester/Contact: _____

Home Phone: _____

Address: _____

Work Phone: _____

City/State/Zip: _____

Cell Phone: _____

Email Address: _____

Fax: _____

Remark: Please submit your request at least two weeks prior for a simple event, earlier if possible. Multi-week and major events require more advanced planning.

In order to drive the church van you must:

1. Be over the age of 25
2. Have a current valid license
3. Submit a photo copy of your license to the church office 30 days prior to event so that it may be submitted and cleared through our insurance company.

Beginning Mileage: _____

Ending Mileage: _____

Serviced Date: _____

The church van is only for the use of ministries of The Oaks Community Church

FOR OFFICE USE ONLY	
Approved By: _____	Date Approved: _____
Key #(s): _____	Given To: _____
Notes: _____	

