

CHURCH VEHICLE REQUEST FORM



WEST CANNON
BAPTIST CHURCH

5760 Cannonsburg Road NE
Belmont MI 49306

Phone: 616-874-6740 / Fax: 616-874-2843
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Please turn in completed forms to church office as soon as possible.

Today's Date _____

Dates Requesting: _____ Times Requesting AM PM All day

Dates Requesting: _____ Times Requesting AM PM All day

Requesting: Chevy Van (gray) International Bus Chuck Wagon
 Ford Van (white) Utility Trailer

Group requesting use of vehicle: _____

Contact Name: _____ Contact Phone: _____

Member of this church: Yes No Contact Cell Phone: _____

Destination: _____

Purpose of this activity: _____

Driver's Name: _____ Phone: _____
Driver's cell phone or someone on bus/van with good reception

Our vehicles may be used for church activities only, **no personal use**. Our policy is that if it is an approved church activity and the vehicle is used in and around Grand Rapids, the church will provide the gas. If it is an approved church activity and is out of town, the group using it will provide the gas and return the vehicle with a full tank and in good condition.

- I understand the church's policy and, if appropriate, my group's responsibility to pay for fuel used for this activity.
- I understand and accept my role as "person in charge" for this activity and use of the church vehicle.
- I agree to be responsible for my group's adherence to the Safe and Clean Usage Agreement (See *Vehicle Use Policy and Safe and Clean Usage Agreements Attached*)

Signed: _____ Date: _____

Please read and keep attached page and turn in this form to the church office. We will contact you when your request is approved. The driver should receive the Safe Driving Agreement and the Vehicle Use and Inspection Report when vehicle is picked up.

This form should be placed in the out box when the vehicle keys are picked up.