

Victory Tabernacle Church of God Vehicle Request Form

Name of Ministry: _____

Date of pick up: _____ Date of return: _____

Time of pick up: _____ Time of return: _____

Type of function: _____

****Drivers must be approved by the church's insurance in advance****

Name of Drivers:

Van #1: _____

Van #2: _____

Van #3: _____

Van #4: _____

Bus _____

Keys must be picked up Monday - Friday between 9:00 a.m. and 4:00 p.m., in the church office. If the vehicle(s) is returned after hours on Friday or on a Saturday, the keys are to be placed in the Key slot.

I understand that it is my responsibility to:

- * Return the vehicle(s) and key(s) on the date and time listed above.
- * Remove all trash and personal articles from the vehicles.
- * Inform the Maintenance Department of any problem that needs attention.
- * Return vehicle(s) full of gas.

*****All requests are subject to change as needed with notice from the church office.*****

Signature of Ministry Leader _____ Date _____

Received by Church Secretary _____ Date _____

Office Information:

- () Vehicles reserved: () Van #1 () Van #2 () Van #3 () Van #4 () Bus
() Entered in vehicle log book
() Maintenance Copy
() Ministry Leader Copy

Approved by Melody Underwood _____ Date _____