

First Baptist Church of Stanleyville
Ministry Vehicle Request

Vehicles Needed OR If You Need Event Announced:

Approved By: _____

Date Approved: _____

_____ New

_____ Revision

***Please turn this sheet in completed at least 2 weeks prior to the event. You may fax it to: 377-9301 or turn in to church office from 9am-3pm Monday-Friday.**

Today's Date: _____

Name Of Group: _____

Name Of Your Event: _____

Event Location: _____

Event Date & Day: _____

Number Expected at Event: _____

Event Start Time: _____ Event End Time: _____

Departure Time: _____ Return Time Estimated: _____

Requested by: _____ Home & Work Phone: _____

Vehicles Requested:

___ Van 1

___ Van 2

___ Outside rental

Vehicle rental and or reservations must have prior approval.

NCDOT laws apply—seat belts, car seats (age appropriate) copy of drivers license submitted w/form, drivers must be at least 21 years of age, If outside vehicle is rented it will require driver to be at least 25 years of age.

Driver is responsible for the clean return of all vehicles.

For office use only:

Copies given to: ___ Transportation ___ Finance ___ Building & Grounds Date _____