



REQUEST FOR ALC VEHICLE USE

◇ 2016 Ford Van

◇ 2000 Ford Van

◇ Cargo Trailer

Please allow a minimum of 24 hours advance notice to the office in order to reserve a van or trailer.

When Needed: Day/Date: _____ Pick-up Time: _____

Day/Date: _____ Return Date: _____

Destination: _____

Event/Function/Reason For Use _____

Ministry Using Vehicle: _____ Dept. to Charge _____

Driver's Name: _____ D.O.B. _____

Drivers License No. _____ Van Driver Certified: Yes or No (circle)

Signature _____ Date _____

(Ministry Leader Requesting Usage)

Each driver **MUST** accurately record beginning and ending odometer mileage reading on each van requested, and this form signed, dated and returned to the church office upon return along with the vehicle keys AND a full tank of gas.

Odometer Reading: Beginning _____ Ending _____

NOTE: Each Ministry is responsible for bringing the vehicle back to the church FULL of fuel and all trash removed and vacuumed inside. If van is dirty and muddy on the outside, it too should be washed. Please report any mechanical problems with the vehicle in the space below. _____

To Be Completed By Parish Life Staff

Date of Request: _____

Date Approved: _____

Date form Returned: _____