

Akron First Seventh-day Adventist Church

Van Usage Request Form

Please fill out this form completely and return it to the church office.

Event Information

Contact Person: _____ Church Ministry: _____

Email Address: _____ Phone Number: _____

Event Description: _____

Departure Date/Time: _____ Return Date/Time: _____

This is a recurring event. Please list all dates: _____

Van Driver(s): _____ # of Passengers: _____

Church Van Reservation and Usage Policy

1. The church van is only to be used for church related events and must be cleared by the church board prior to use. In the case of an emergency need, please contact the Pastor.
2. Van usage requests must be submitted for approval prior to the church board meeting preceding your scheduled event. The church board usually meets the second Tuesday of every month.
3. For any cancellations or changes that must be made regarding your van request, please notify the church office as soon as possible.

Obtaining the Van

It is the responsibility of the contact person to make arrangements to get a key to the van prior to the pick-up day. The Vehicle Usage log must be completed prior to the vehicle being removed from the church grounds.

Returning the Van

Please be sure the van is cleaned out upon return. Please remember to fill out the Vehicle Usage log when you return the van and let the church office know of any repairs and/or maintenance that should be performed on the van.

I have read the church van reservation and usage policy and agree to follow the above guidelines. I understand that completion of this form does not guarantee a reservation.

Signature

Date

For Office Use Only

Received Date: _____

Approved Date: _____