

Vehicle Reservation Request

Today's Date: _____

Name of Group or Organization: _____

Name of Contact Person*: _____ E-mail Address: _____

*** Contact person is responsible for cleaning up all trash and belongings left in the vehicle, sweeping it out, filling it with gasoline, and completing and turning in the Vehicle Trip Ticket. Trash should be put in the dumpster. Any problems with the vehicle should be reported on the Trip Ticket.**

Address: _____

Telephone Number: Daytime: _____ Evening: _____ Cell: _____

Name (or Purpose) of Event: _____

Name of church-approved van driver**: _____

**** Only church approved van drivers may drive the vehicles. Outside groups may not use the vehicles.**

Date(s) and Time(s) Vehicle will be taken from the church: _____

Date(s) and Time(s) CLEANED Vehicle(s) will be returned to the church: _____

(Note: Gas tank is to be FULL when vehicle is returned.)

Vehicle(s) Requested: Red Van Mini Bus Both

1st Choice _____

2nd Choice _____

Contact person is responsible for obtaining a key during normal office hours prior to the event.

You will receive a confirmation once your request has been approved and added to the church calendar.

It is the responsibility of the driver to be familiar with the St. Stephen vehicle policies. They may be found on the church web site Forms and Policies page under the heading Vehicles at:

http://www.ststephenmc.net/Forms_Policies.html

Please send completed form to: St. Stephen United Methodist Church, Attn: Program Secretary
6800 Sardis Road
Charlotte, NC 28270
704-364-1824 704-364-0014 (fax)

Please contact the Program Secretary a few days before you will be using the vehicle(s) to make arrangements for picking up the key(s). Office hours are Monday-Friday, 8:30am-4:30pm.