

VAN REQUEST FORM

The First Presbyterian Church
617 Main Street
Irwin PA 15642

NAME OF APPLICANT _____ DATE _____

GROUP REPRESENTED _____

Destination _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Nature of business _____

Name of Driver _____

(Driver must appear on list of drivers authorized by Van Committee or go through authorization process to be added to list.)

Backup Driver _____ (Required for overnight use.)

(signature)

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RESPONSE: (To be completed by Van Committee)

Request is Approved _____ Denied (see reason below) _____

Reason _____

Reviewed by _____ Date _____

(signature)

**Please return form to Van Committee
Mailbox in church office kitchen**

RULES FOR OPERATION OF CHURCH
VAN

1. Use of the van is only for functions related to the ministry of the First Presbyterian Church of Irwin. It is not intended for private or personal use.
2. The van must be returned to the church no later than the time indicated on the Van Request Form.
3. There will be absolutely no involvement with alcohol in the van by anyone.
4. There will be no smoking or any other use of tobacco permitted in the van.
5. The van was designed to carry maximum of twelve (12) passengers including the driver. At no time should this limit be exceeded.
6. A logbook will be kept in the van. Please be sure to enter appropriate information regarding your use.
7. All users of the van will bear the expense of their own gasoline. The van shall be returned **FILLED** with gasoline.
8. Users of the van should inspect the van upon its return and before it is taken out to assure that it is reasonably clean and in good condition.
9. Please notify the office (863-5910) of any indication that a maintenance problem may exist.
10. If any unanticipated expenses are incurred, please turn in a receipt to the office so you can be properly reimbursed.
11. Failure to comply with the rules as outlined, here in, can result in loss of permission for you or your group to use the van in the future.

NOTICE OF VAN REPAIRS NEEDED

Please write a brief statement of repairs that need done to the van:

signature (must be signed)

(phone number)

(date)