



Bethel
Assembly of God

Van Reservation Form

Name of person/pastor responsible for ministry/event: _____

Name of Ministry: _____

Name of driver(s): _____

Contact phone number(s) of driver(s): _____

Is this a recurring request: YES NO

If recurring-which day of the week? _____

Reoccurs (circle one): Weekly Bi-weekly Monthly Other

If Other please explain: _____

Date you will need the vehicle: _____

Date vehicle will be returned: _____

Destination: _____

It is the responsibility of each ministry to ensure that the gas is topped off when returning the vehicle. The vehicle should also be cleaned on the inside, and if the outside is dirty, they should wash it. When filling up the vehicle, remember to get a receipt to be turned in with the keys. If there is not receipt turned in with the keys, you will be asked why you did not top off the gas. Keys are due in immediately upon parking the vehicle in the church lot. By signing below, you are acknowledging your understanding of these instructions and agree to abide by these guidelines.

Signature: _____ Date: _____