

Office Use Only
Date Reserved: _____
Reserved by: _____
_____



First United Methodist Church  
Graham, NC

**Church Van Reservation**

Church Group \_\_\_\_\_ Group Size \_\_\_\_\_

Date(s) Desired \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Approved Church Van Driver \_\_\_\_\_

Person in charge of group \_\_\_\_\_ Phone # \_\_\_\_\_

*Key must be checked out from & returned to the church office during office hours.*

Approved by: \_\_\_\_\_

Board of Directors Chairperson  
Van/Church Bus Committee Chairperson  
FUMC pastor

Playschool Director (when applicable)

**Please check when completed.**

AT DEPARTURE:

<input type="checkbox"/>	Tires OK?
<input type="checkbox"/>	Oil/Wiper Fluid OK?
<input type="checkbox"/>	Gas tank full?
Beginning mileage:	

WHEN CHURCH VAN IS RETURNED:

<input type="checkbox"/>	Gas tank full?
<input type="checkbox"/>	Gas receipts?
<input type="checkbox"/>	Keys returned?
<input type="checkbox"/>	Interior cleaned out? *
<input type="checkbox"/>	Exterior washed? (if major trip) *
<input type="checkbox"/>	Interior lights turned off?
<input type="checkbox"/>	Doors locked?
<input type="checkbox"/>	Trip report form and mileage log **
Final mileage:	

Please describe any service or repair required during this trip: \_\_\_\_\_

Is any service or repair needed for this vehicle? Please describe. \_\_\_\_\_

Signed \_\_\_\_\_

(Approved Church Van Driver)

**\*Please note: A minimum \$15 cleaning fee will be charged to any group who does not adequately clean the Church Bus upon their return.**

**\*\*Please remember to fill out the mileage report which is located in a binder in the van.**