

**REQUEST FORM FOR USE OF CHURCH VEHICLES**

**308 East Main Street - Lexington, SC 29072**

**803-359-4146**

**Fax: 803-359-5196**

**email: sylvia@lexingtonbaptist.org**

**Date of Request:** \_\_\_\_\_

**(Please circle Vehicles as needed)**

**WHITE VAN**

**BLUEBIRD BUS**

**NEW BUS**

**TRAILER**

**Date Needed:** \_\_\_\_\_ **Departure** \_\_\_\_\_ **Return** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Sponsoring Group, Organization, Person:** \_\_\_\_\_

**Driver(s):** \_\_\_\_\_

***IMPORTANT:*** Every church member or member of staff that uses a church vehicle is responsible for providing gas for their use of the vehicle and returning it to the church filled with gas, clean and ready for the next use. If this is not done, the deposit will not be returned or in the event staff is responsible, \$25 will be charged to that staff member's account and will be used to ready the vehicle for its next use.

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Deposit of \$25 must be paid at time of request before vehicle can be used.

**Fee Paid:** \_\_\_\_\_ (fee will be refunded if vehicles are returned clean, in good condition and has been filled with gas.)

If you have questions about use of the church vehicles, contact Bob Whitehead, Church Administrator, at 996-8833 or Sylvia Cartin at 996-8803.

**DATE PICKED UP KEY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE KEY RETURNED:** \_\_\_\_\_