

MOUNT SYLVAN UMC
5731 North Roxboro Rd. Durham, N.C.
Phone 919-471-0032

REQUEST FORM
FOR USE OF CHURCH MINI BUS or VAN

Must have schedule approved by Sophia Clark

Date of Request _____ **Date to use** _____
Do you need church trailer? Yes ____ No ____
Time: From _____ **to** _____
Person requesting vehicle _____ **Phone** _____
Group _____ **Destination** _____

MUST meet all rules for driving mini-bus or van:

- Plus: 1. Mini bus or van will be cleaned of all trash and swept out.**
- 2. Trip log in mini bus or van MUST be filled out.**
- 3. Group must provide own driver.**
- 4. Keys will be checked and returned through a church staff member.**

Signature: Church Staff Member

Signature: Person Requesting Vehicle

Office use only

Vehicle use granted ____ **Denied** ____ **Reason** _____

Comments _____ **Driver** _____

_____ **Board** _____ **Calendar**