

# Michael Memorial

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## BAPTIST CHURCH

It will be the policy of Michael Memorial Baptist Church to utilize Enterprise Rent-A-Car for Ministry needs beginning January 2013. All ministry leaders should notify the church Administrator at least two weeks in advance (when possible) of any transportation needs. *If the need includes a 15-passenger van, that request must be made a month in advance* as these vehicles are fewer in fleet and usually book the fastest near holidays and over the summer.

Once the Transportation Request form has been completed and submitted to the church office, the Church Administrator will make the necessary reservation(s) and forward confirmation number(s) to that ministry leader.

We have secured an additional provision with the local rental branch, to have the vehicles delivered to the church. The keys will be at the front desk along with a copy of the rental agreement. The rental agreement MUST be kept in the vehicle at all times. Once the rental is completed, return the keys to the front desk or place them in the key box if after hours. Some keys may be too big to fit in the key box, so please use the visitation box when needed.