

VAN USE/ACTIVITY RESERVATION FORM (MINISTRY RELATED)

(Properties Committee must approve van & trailer use. No fee or donation required.)

Section 1: Event Information

1. Event name: _____

2. Description: _____

3. Anticipated attendance: _____

4. Responsible person for event: _____

5. Responsible person's phone number: _____

6. Departure Date: _____ Departure Time: _____

Return Date: _____ Return
Time: _____

7. Destination: _____

Section 2: Resources

Van Requested (Circle One) '97 Ford '02 Ford '05 Ford

Trailer (Circle One): Large trailer Small trailer

Office Use Only

Date approved _____ By _____

Date entered on calendar _____ By _____