



**WILLIAMS
BOULEVARD
BAPTIST
CHURCH**

Today's Date _____

Submitted By _____

Ministry Area _____

Van/Bus Request

Please fill in completely and return to the receptionist in the church office. Requests are not calendared until they are approved.

Van/Bus Request Sheet must be submitted at least 10 days prior to date of use.

Activity Date:	Activity Time: _____ to _____	Contact Person: Phone: _____
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Activity/Event/Destination:	No. of People:
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No. of Vans/Buses Requested: Vans _____ Buses _____	Description of Use:
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Name & License # of Driver (s):	
Name _____	DL# _____
Name _____	DL# _____
Name _____	DL# _____
<i>Drivers for Vans must be at least 25 years of age Drivers for Tour Buses must have a CDL License</i>	

Administrative Use Only

Approved By: _____	Van/Bus/Keys Returned:
Rejected By: _____	_____
	Name _____ Date _____

Please return Van/Bus clean and fueled