

BUS REQUEST FORM BUS REQUEST FORM BUS REQUEST FORM

This form must be completed by all groups or individuals who wish to use one or more rooms.
ASSIGNMENT OF BUS IS SUBJECT TO CHANGE due to AVAILABILITY, AND SPECIAL CHURCH EVENTS.
Submit your request to the Church Office at least 2 weeks in advance.

PLEASE CHECK BUS(ES) YOU WILL NEED:

BUS #1 BUS #2 BUS #3 BUS #4

EVENT INFORMATION

Today's Date: _____

Organization/Ministry: _____

Vehicle Driver: _____

Phone #: _____

Departure Date: _____

Departure Time (AM/PM): _____

Return Date: _____

Return Time (AM/PM): _____

Destination: _____

Approx. Mileage (round-trip): _____

CONTACT INFORMATION

Group Leader: _____

Day Time Phone: _____

Cell Phone: _____

Email Address: _____

Vehicles must be returned with a full tank of gas. In addition, please take a moment to complete the follow-up vehicle evaluation which is located in a designated mailbox in the church workroom. This helpful information will enable to stay up-to-date on the condition of the vehicles. Thank you!

When you have completed the form, you have three options:

- 1) Email your form to lerachel-buffkins@forcey.org;
- 2) Fax the form to 301-622-1231 or
- 3) Drop your form off in the church office.

Once your request has been approved, the listed contact person will receive a confirmation via email.

RECEIVED IN CHURCH OFFICE ON: _____ Approved: _____