

# CHAPEL OF THE CROSS VAN REQUEST FORM

Driver's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Drivers of church vehicles ***must*** be cleared by our insurance policy. If you have not been cleared by our insurance you ***may not*** drive the vehicles. To get onto the insurance policy you must give a photocopy of your driver's license to the church office at least two weeks ahead of your event.

Driver cleared by insurance? Yes \_\_\_ No \_\_\_

Destination: \_\_\_\_\_

Approximate Mileage: \_\_\_\_\_

Pickup Date \_\_\_\_\_ Pickup Time \_\_\_\_\_

Return Date \_\_\_\_\_ Return Time \_\_\_\_\_

**Requests for vehicles must be turned into the church office no less than three days prior to the scheduled pickup date. Keys may be picked up in the church office during normal office hours the day before the scheduled pickup date.**

*I hereby acknowledge receipt of the Application and Agreement for Use of Vehicles. I agree to show proof of a valid Alaska State drivers license before I pick up the vehicle(s).*

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Signed

Date

## REFUELING CHURCH VANS

\*\*Vans ***MUST*** be refueled at the end of each use.

\*\*Return the receipt to the church office, if you want reimbursement.