

Vehicle Request Form

For Coweta Assembly of God

Please have an adult representative check out the key the week of your event during office hours.

All request forms need to be turned in at least 1 month prior to event to ensure availability of vehicle.

Requesting a vehicle 2 weeks or less from your event date does not guarantee it will be available.

Today's Date: _____

Event Date(s): _____

Activity or Event: _____

Destination: _____ Total No of Persons: _____

Vehicle Requested: Car _____ Suburban _____ SPM _____ LPM [cdl req *] _____ Bus [cdl req *] _____

Trailer Requested: _____ [Note: The Suburban is needed to pull trailer.]

Vehicle capacity: Car: 4 • Suburban: 7 • SPM: 14 [inc. driver] • LPM: 25 [inc. driver] • Bus: 50-60

Requested by: _____ Phone No: _____

Driver #1: _____ Phone No: _____

Driver #2: _____ Phone No: _____

Driver #3: _____ Phone No: _____

Group Leader: _____ Phone No: _____

LPM: requires Passenger Endorsement – Bus: requires Passenger Endorsement with air brakes

[Terms used: SPM- Small People Mover LPM- Large People Mover]

– To be completed by driver #1 –

- Completed Volunteer Application
- Copy of DL in Church Office
- CDL What class? _____

– To be completed by driver #2 –

- Completed Volunteer Application
- Copy of DL in Church Office
- CDL What class? _____

– To be completed by driver #3 –

- Completed Volunteer Application
- Copy of DL in Church Office
- CDL What class? _____

Vehicle Maintenance

- If you notice anything wrong with the vehicle please make the staff aware of the problem the next business day.
- We will have the vehicles clean and the tank full for your event.
If your vehicle is not clean or fueled when you begin, please notify the office the next business day.
- When your event is complete please leave your vehicle(s) clean.
There is no food allowed on the vehicles. This eliminates a lot of clean up & vehicle maintenance.
Each vehicle(s) is equipped with a trashcan and broom for easy clean up.
- Water Activity Policy – No wet swimsuits, please be completely dry or bring extra clothes to change into prior to departure from event.
- If your event is on the weekend you can drop your keys off in the mailbox outside the Pastors Secretary's door on Sunday.
Please do not hand them to a staff member during service times.

Office Use Only

Approved Date: Y or N Key # _____ Checked Out Date _____
Name of person checking out keys _____