**CBCM CHURCH VAN REQUEST FORM**

**INSTRUCTIONS:** Fill out and send to [reservation@cbcm.org](mailto:reservation@cbcm.org). Please wait for approval before finalizing plans to use the van.

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| --- | --- |
| **Today’s date** | **Ministry & Event Name** |
|  |  |
| **Requester and phone** | **Need date and time** |
|  |  |
| **Driver and phone number** | **Return date and time** |
|  |  |
| **Sponsoring Department** | **Sponsoring Department deacon approval and date** |
|  |  |
| **Church Van Administrator approval and date** | **Physical Facilities Dept. deacon approval and date** |
|  |  |
| **Office use:**  Driver is on list of [**Approved Drivers**](https://docs.google.com/spreadsheets/d/1JaaCf_ic3IaiXSh5sQ8Ktr4KGKtoSSJQxQ7gFrE_JN4/edit#gid=0) | **Office use:**  Driver has signed[**Compliance to Drive Church Van**](https://docs.google.com/document/d/1p7PpQguWCu3D08wjuU-8-yGHByFksBEJwDo4t8-CsQQ/edit)form |
| Yes or no | Yes or no |
| **Office use: Date of reservation posting** |  |
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