

Church Van Reservation/Usage Form

INSTRUCTIONS: Please complete this form and give it to one of the pastors or church secretary as soon as possible. Approval is based on availability of the church van on a first come first serve basis and must agree to GHAC's policy guidelines (on the back). Read thoroughly before signing.

PLEASE NOTE: The church van is routinely used Wednesday nights and Sundays to transport members to and from church. If you are requesting the van for use during either of those days you must complete the form at least two weeks ahead of time. The Governing Board reserves the right to refuse usage if alternative accommodations cannot be made regarding the transportation of members during those days. Last minute requests are approved based on availability.

Person Requesting:		Ministry:	
Designated Driver(s)		Phone number(s):	
Destination(s)			
Date(s) Requested:			
Pick Up Date & Time:		Drop Off Date & Time:	

ACTIVITIES:

- Visitation to another congregation
- Ministerial Field Trip
- Governing Board Approved Camping Trip
- Conference

Other:

We/I understand that use of the church van will be for church related and/or Governing Board approved activities ONLY. Only designated drivers, approved and listed above, are allowed to operate the vehicle. Our ministry agree to fill up the gas prior to returning the van.

Please read the policies and guidelines on the back before you sign or if you print, please print both sides

Reservation Signature: Date:

Office Use Only

Received Date:	Approved: Yes No
Comment: _____	
Approved By: _____	Date: _____

GHAC Van Reservation Policy

The following is GHAC's policy regarding church van usage: Any persons wishing to use the church van for an activity must complete the "Church Van Reservation/Usage Form" and return the completed application to the pastoral staff, the Chairman of the Governing Board, or the Church Secretary. After review of the application, it will be determined whether or not the use of the van will be permitted. Upon approval, you understand and agree to the following policy guidelines set forth by GHAC and outlined down below:

Church Van Usage:

1. Must be used ONLY for GHAC ministry and/or Governing Board approved activities.
2. Cannot be used without prior authorization, with the exception of routine transportation of members to and from church on Wednesday nights and Sundays.
3. All designated drivers listed on the Reservation/Usage form must have a valid driver's license and be 21 or older.
4. Any damages to the van must be reported on the Van Damage/Incident Explanation Form.
5. Drivers operating the van must follow all laws and regulations set forth by the Wisconsin Department of Transportation.
6. Each time the van is in use for approved activities, the driver(s) must responsible to log out and log in the van (Log Out/Log In sheet will be kept in the van).
7. The GAS MUST BE FILLED PRIOR to returning the church van; all departments using the van must fill it back up.
8. Rhe van MUST be cleaned PRIOR to returning; throw away any trash accumulated during usage.
9. You must personally return the key to the church office and/or one of the pastors upon returning the vehicle.

GHAC reserves the right to refuse the reservation and/or use of any and all church van if you fail to comply with any of the guidelines set forth above. If you have any further questions, please call (414) 643-5272.

By signing below, I agree to all the terms and conditions set forth by GHAC for the use of the church van. I understand these terms and will ensure that all persons responsible for the operation of this vehicle as well as the ministerial board adhere to said terms and conditions. I certify that all drivers will be over the age of 18, must be listed on the reservation form, and have a valid driver's license.

Applicant Signature:

Date:

