



First United Methodist Church of Ellsworth Vehicle Use Request for UMC Teams

STEP ONE: Read and sign the rules regarding use of our church Vehicle.

Any person, group or team requesting to use the church vehicle, shall secure, complete and return the Vehicle Use Request Form in a timely manner prior to the date of use to the church office. All must abide by the following:

1. Assure there is no smoking, use of alcoholic beverages or illegal drugs in the Vehicle.
2. Insure a responsible adult is in charge and in the Vehicle until everyone in the group has left.
3. Respect the Vehicle by washing it and cleaning the interior after each use. Be responsible for any damage occurring during use.
4. Complete the mileage log for each trip.
5. The vehicle should be filled with gasoline upon return to the church at the expense of the Team. (UMC Team: If you charge the gas, it will be paid out of your team's budget.)

I have read the above responsibilities and understand that my failure to abide by these can result in your group not being allowed to use the vehicle. I understand that any actions of the group I represent must be supportive of the First United Methodist Church of Ellsworth Mission Statement.

Print Name: _____ Signature: _____

Date: _____

STEP TWO: Complete the following:

What is the purpose of your Group Trip: _____

Is this purpose an extension of **the Ellsworth First United Methodist Church's** activities or programs?

YES NO (if no, request is denied)

What days and times (start and end) do you want to use our church vehicle? _____

Contact person from the group:

Name: _____ Phone # (Day) _____ Evening _____ Member? Y N

Name: _____ Phone # (Day) _____ Evening _____ Member? Y N

STEP THREE: First United Methodist Church approves or rejects your request.

1. Availability of church vehicle confirmed by church secretary:
YES _____ NO _____ Initials of Secretary: _____

2. Approval of Purpose of Trip by two members of the Trustee Team.
Trustee Name: _____ Signature: _____ YES _____ NO _____

Trustee Name: _____ Signature: _____ YES _____ NO _____

If not approved, reason for disapproval: _____

_____ Church Secretary notify Trustee in charge of vehicle maintenance for preparation.

STEP FOUR: Provide drivers' license and proof of insurance on each person who will be driving the vehicle to the church secretary or a Trustee.

Driver Name: _____ License/Proof of Insurance _____ ON FILE _____

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Driver Name: _____ License/Proof of Insurance _____ ON FILE _____

STEP FIVE: Issue Keys, etc.

_____ Issue keys

_____ Orient the drivers to the location of the mileage log, insurance/registration, fuel tank access, etc.

Completed by: _____

UPON RETURN:

Keys received _____

Fuel tank full _____

Vehicle clean _____

Notify Trustees to check over upon return.