



# Church Van Sign-Out Sheet

Date to be used: \_\_\_\_\_, 20\_\_\_\_\_

Reservation made by \_\_\_\_\_

Church Function \_\_\_\_\_

Driver(s) – All Drivers must be 25-69 years of age and authorized by FBIC.

Driver	Licenses#	EXP.Date	Age

Please Read before signing van out:

- The church van can only be used for FBIC ministry related functions.
- All drivers are responsible for following roadway laws.
- Absolutely no over loading the van. (14 passengers and 1 driver)
- Driver must encourage all passengers to wear seat-belts.
- Please make note of any problems with the van.
- Van fuel must be re-filled before you turn keys in.
- Van must have all trash cleaned out before turning in keys.
- Please turn keys and this paper in to the church secretary (or mailbox outside her door if outside business hours) when done with the van.

Fuel at check out                      E    ¼    ½    ¾    F

Key set given                            Set #1                      Set #2

Signature of borrower \_\_\_\_\_ Date \_\_\_\_\_

Thanks for returning the van in the same condition as/or better than when it went out.

**Please complete and turn in with keys after usage.**

\_\_\_\_\_ **I have cleaned out all trash and vacuumed if necessary.**

\_\_\_\_\_ **I have re-fueled van.**

Signature of borrower \_\_\_\_\_ Date \_\_\_\_\_

**Please list any problems with van:**

