

# BUS/VAN USE REQUEST FORM

LYNWOOD BAPTIST CHURCH



**PLEASE COMPLETE ENTIRE FORM AND SUBMIT TO CHURCH OFFICE AT LEAST 1 MONTH PRIOR TO EVENT.**  
**BUS/VAN USE FORM MUST BE APPROVED AT STAFF MEETING.**

Contact Name:

Contact Phone:

Date Bus Needed:

Destination:

Departure Time (from LBC):

Return Time (time arriving @ LBC):

Departing Flight:

(departure time, name of airline & flight number)

Return Flight:

(arrival time, name of airline & flight number)

Ministry To Expense:

Event Name:

Number Expected (including driver): \_\_\_\_\_

Indicate what size vehicle is needed:

Bus capacity is 35, including driver

Van capacity is 15, including driver

Name of Driver:

Names of Additional Chaperones (if appl.):

Check here if a driver is needed:

Special Needs/Comments:

Announce in Bulletin/Newsletter? Y or N

**Office Use Only:**

Submitted request to Administrator Date: \_\_\_\_\_

Copy of approved form to Bookkeeper Date: \_\_\_\_\_

## FOR STAFF USE

Name(s) of Driver(s):

Approved by:

Approval Date: