



ST. MARK'S UNITED METHODIST CHURCH

917 Clanton Road, Charlotte, NC 28217

704-523-7483 Office; 704-523-1388 Fax

REQUEST FOR USE OF CHURCH BUS

Please PRINT

Date _____ (Request must be 30 days before event date)

Name Of Event _____

Name Of Contact Person _____

Address _____

Street

Apt. #

City

State

Zip Code

Telephone Numbers: _____ Home _____ Work

_____ Cell _____ Other

Sponsored by (group/organization) _____

Date of Event _____ (include day, month, date, year)

Pick Up Date _____ Pick Up Time _____

Return Date _____ Return Time _____

Number of persons on the bus _____ (Limited to 15 people)

Describe Event: _____

Signature of Person Making Request _____

NOTE: This request will not be processed without proper signature

FOR ADMINISTRATIVE USE ONLY

LIST OF DRIVERS:

Driver's Name _____

License Number _____ State _____

Driver's Name _____

License Number _____ State _____

Driver's Name _____

License Number _____ State _____

Driver's Name _____

License Number _____ State _____

BOARD OF TRUSTEES:

_____ Approved

_____ Declined

Reason for denial: _____

Trustee Signature _____ Date _____

ALTERNATE TRANSPORTATION PROVIDED:

Name of Leasing Company _____

Type of Vehicle _____

Name of Responsible Person _____

Pick Up Date _____

Pick Up Time _____

Return Date _____

Return Time _____

Payment Method _____

EFFECTIVE MAY 2008

PURPOSE

The primary purpose of the St. Mark's UMC Transportation Ministry is to provide transportation for Church members and others to enable their participation in Church Worship services, the Church School program and ministry outreach provided by the Church for the benefit of the community and St. Mark's members. Examples of ministry outreach include Bag Lunches for the Homeless, Girl Scouts, children, youth and seniors transportation for Church sponsored events, CDC and other travel deemed necessary as we work to follow Jesus, make disciples and transform the world.

REQUEST FOR USE OF CHURCH BUS

In order to request use of the bus for any reason, the appropriate representative of the ministry area is required to complete the "Request For Use Of Church Bus" form at least 30 days prior to the date needed. Forms can be obtained from the Church Office. Completed forms should be returned to the Church Office, Transportation Ministry Trustee Representative. Requests will be considered on a first come first served basis with activities already approved on the Church Calendar having priority. Mr. Jelester Sanders will contact the requestor with final approval.

WEEKEND USE OF CHURCH BUS

If the bus will be used on a weekend and will not be returned in time to allow pick up for Church School, the ministry area requesting use of the bus will be required to make arrangements at its own expense to secure a 15 passenger van for use while the bus is away. This will avoid any interruption of services and outreach provided each Sunday. Upon return, the bus should be cleaned, filled with gas, and in an acceptable condition for immediate use.

***All ministry areas are asked to
comply with these guidelines.***