

Westmeade Baptist Church

Vehicle Use Guidelines and Information

How do I request use of Westmeade vehicles?

Members may complete a Vehicle Use Request form online or at the church office

Online form: <http://www.westmeadebaptist.org/machform/view.php?id=2>

These forms are reviewed weekly (usually Tuesdays) by the church staff and evaluated in light of ministry purpose and other scheduled use. You will be notified once your request has been processed. The church reserves the right to reschedule use of vehicle should a ministry scheduling conflict arise.

Vehicle Keys

Keys may be checked out at the church office during office hours (Monday-Friday 8am-4:30pm) and should be returned to the Church Office the next business day following use of the vehicle.

Supervision

Adequate supervision is needed for youth/children

1 adult to 5 children (under grade 4)

1 adult to 10 children (grades 4-12)

Vehicle Return Checklist

- Remove trash and discard in dumpster
- Vacuum as needed
- Fill tank with gasoline
- Park in designated area and lock doors
- Return vehicle keys to church office
- Advise church office of any problems related to the vehicle