

Russell Springs United Methodist Church
Bus Use Application

Having agreed with the bus guidelines, please complete this application and forward it to the church office at Russell Springs United Methodist Church, P.O. Box 291, Russell Springs, Ky. 42642 Phone: 270-866-5180 Fax: 270-866-8358

A 40¢ per mile fuel & maintenance fee will be charged to each ministry or group.

Today's Date: _____

Ministry Group: _____

Ministry Leader or person responsible for trip: _____

Telephone: (Home) _____ (Work) _____

(Cell): _____ E-mail: _____

Nature of Event: _____ Date(s) of Event: _____

Total time needed: From _____ to _____

Number of people expected: _____

I have read the *Bus Policy* and intend to comply with all conditions of said policy.

Signed: _____

If you have any questions or need clarification of any portion of this policy, please contact the church office at 270-866-5180. Thank you.

BUS USE WILL BE CLEARED THROUGH THE CHURCH SECRETARY AND THEN GIVEN TO THE PASTOR FOR APPROVAL. ALL RESERVATIONS ARE TENTATIVE UNTIL APPROVAL IS GIVEN AND EVENT IS PLACED ON THE MASTER CALENDAR.

Secretary's approval: _____ Date: _____

Pastor/Bus Director approval: _____ Date: _____

Applicant advised on (date): _____