

GRACE REFORMED CHURCH

Van Reservation Form

(Submit reservation with Church Office or call 474-0180.)

Ministry/Organization Requesting: _____

Person in charge: _____

Date and Time: Starting _____ Ending _____

Destination: _____

Drivers' Name, Date of Birth, License #, & Expiration Date:

RULES FOR VAN USE:

1. Van is to be used for Grace Reformed Church functions only. Other uses must be approved by Church Administration Team.
2. Fill out reservation. Van will be reserved on first-come, first-served basis. Two weeks notice is preferred.
3. Driver of the van must provide a copy of their driver's license.
4. If transporting passengers, drivers must be at least 25 years of age, and must have a valid driver's license and a good driving record with no more than 1 moving violation within the last 12 months.
5. All drivers must take the Defensive Drivers Course or have a CDL License with passenger endorsement.
6. **YOU** are responsible to pick up keys from the Church Office and return them to the same. **DO NOT LEAVE THE KEYS IN THE VAN!!!** Keys to be returned with proof of fueling (receipt.)
7. No more than 15 people may ride in the van, (14 passengers; 1 driver) in the 2 White Chevy vans; no more than 12 people in the Red Chevy Van or the Blue Dodge van (11 passengers; 1 driver.)
8. Seat belts must be worn by all passengers and drivers.
9. Van is to be returned clean and with a full tank of gas. Organization is responsible for gas expense. Should it be returned without gas or not cleaned, organization will be give a warning. Upon a second offense, a \$25.00 ministry fee will be deducted from the organization's budget. (Fee will be applied as a donation to an outside ministry.)
10. Complete the log sheet (located in van) with beginning mileage & ending mileage.
11. Lending Policy: Any other organization wanting to borrow the van will be reviewed between the Van Chairman, the Church Office and in some cases Church Administration Team. Borrowing organization needs to supply a Certificate of Insurance naming Grace Reformed Church as additional insured.

I agree to be responsible for the church van and to return it clean and gas replaced.

Signature