

# VAN RESERVATION

Date Reserved \_\_\_\_\_

Group \_\_\_\_\_

Date(s) Desired \_\_\_\_\_ Pick Up Time \_\_\_\_\_ Drop Off Time \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Group Size \_\_\_\_\_ Approved Van Driver(s) \_\_\_\_\_

**Note:** Age requirement for Van Driver is 21 years old

## All drivers must:

- 1) provide a photocopy of a valid driver's license prior to picking up the keys.
- 2) keys must be checked out from the Building Superintendent before 4:00 p.m. Monday through Thursday and by noon on Friday.

Approved by: \_\_\_\_\_

Administrative Assistant

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## WHEN VAN IS RETURNED:

Please check when completed:

\_\_\_\_\_ Keys returned \_\_\_\_\_ \*Interior cleaned

\_\_\_\_\_ Gas tank at least 1/2 full (gas is purchased at Duncan Exxon. Please turn in the receipts for gas with the keys.)

Please list any service or repair required during the trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is further service or repair needed? Please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign \_\_\_\_\_

(Approved Van Driver)

\* A minimum of \$15.00 cleaning fee will be charged to any group not adequately cleaning the van.