

First Presbyterian Church Marietta
Vehicle Reservation Request

Time: _____ AM PM **--- Please Submit 48 hours in Advance ---** Email: _____
 Date _____ Request _____ Contact _____
 Submitted: _____ Submitted by: _____ Phone: _____

Please Print Your Name Legibly

Please Check All That Apply:

What Vehicle(s) Do You Need?

- | | |
|---|---|
| <input type="checkbox"/> First/New | <input type="checkbox"/> Van Hool (CDL Req'd - max 49) |
| <input type="checkbox"/> Deletion/Cancellation | <input type="checkbox"/> Blue Bird (CDL Req'd - max 45) |
| <input type="checkbox"/> Change to Previous Request | <input type="checkbox"/> Van #1 (max 15) |
| <input type="checkbox"/> FPC Member/Staff <input type="checkbox"/> Guest User | <input type="checkbox"/> Van #2 (max 15) |
- Guest Users must:** 1.) Pay a deposit of \$100.00; 2.) Provide verification of insurance coverage for your organization; and, 3.) Provide a DMV history report for all drivers who will be driving FPC vehicles.

Name of Event/Request for this RSVP: _____

Date(s) Vehicle(s) Needed: _____ Pick-up Time Needed: _____
 Estimated Return Time: _____

Who will be driving? 1. _____ Phone #: _____
 Please Print 2. _____ Phone #: _____
 3. _____ Phone #: _____

Please read the following "Good Faith Agreement"; your signature and agreement to comply are required!

In good faith, all First Presbyterian Church vehicles used for my scheduled event will be:

- 1. Returned CLEAN – NO EXCEPTIONS – interior free of debris**
- 2. Returned with a FULL TANK of GAS/DIESEL – NO EXCEPTIONS**
- 3. Returned to Designated Location(s) by 8:00 AM after use - NO EXCEPTIONS; AND all keys returned to the Receptionist's Desk by 8:00 AM next day as well**

NOTE: Please DO NOT circumvent the three (3) requirements above for any reason; a surcharge will be applied to deposits - or - ministry budgets if the requirements are ignored. Thanks for your cooperation.

I agree, in good faith, to comply - _____

Please P R I N T your name

 Please sign your name

FEES for Outside Guests usage:

- 1. Buses: \$2.50 per mile**
- 2. Vans: \$1.50 per mile**

Please project your mileage and pay in advance; the FPC Accounting Director will invoice/refund the difference if applicable. Thanks

Please return completed form to: reception@fpcmarietta.org via e-mail or in person to Becca Yan
 189 Church Street, NE Marietta, GA

In the event of an emergency: (770) 427-0293 during business hours, M - F , 9 AM – 5 PM
After Hours: Andy Workman (678) 333-1727

ADMIN. Verification:

_____ **Projected Drop-off Time:** _____ **AM PM**
 _____ **RSVP Confirmed** _____ **OGS Insurance verified** _____ **Clean** _____ **Location**
 _____ **Outside Guest User Deposit Rec'd** _____ **OGS DVM Report(s) rec'd/verified** _____ **Fuel**

Verified by: _____ Date/Time: _____