

First Presbyterian Church of Marietta
Vehicle Use Request Form (updated 7-12-2016)

*(This form must be completed and turned in before a vehicle can be reserved. Please submit at least **2 business days** in advance of event.)*

VEHICLE RESERVATION

(Please make sure to complete and sign the back of this form. The form will not be processed without a valid signature.)

Date Request Submitted: _____ Person making request: _____

GROUP TYPE: FPC Ministry Group _____
 Guest Group _____

VEHICLE(S): Van #1 (15 passenger) Van Hool (Max 49 – church-approved driver ONLY)
 Van #2 (15 passenger) Blue Bird (Max 45 – church-approved driver ONLY)

TYPE OF REQUEST: Single: Day of Week: _____ Date: _____
 Multiple continuous days: Beginning Date: _____ Ending Date: _____
 Re-occurring request: For standing request, please complete the following (for example: every Monday from date until date): Every _____ from _____ until _____ or simply list your dates here _____

RESERVATION TIME: Date of Departure and Time Out: _____ Date of Return and Time in: _____

DESTINATION: _____

RESPONSIBLE PARTY

Contact Person: _____ Daytime Phone: _____ Evening Phone: _____
Email Address: _____
Address: _____

DRIVER INFORMATION

MANDATORY – ALL DRIVERS MUST BE AT LEAST 25 YEARS OLD AND MUST POSSESS A VALID GA DRIVER'S LICENSE . PLEASE NOTE THAT THIS FORM CANNOT BE ACCEPTED OR PROCESSED WITHOUT THE FOLLOWING INFORMATION:

Driver #1: Full Name _____ Phone/cell number _____
Driver #2: Full Name _____ Phone/cell number _____
Driver #3: Full Name _____ Phone/cell number _____
Driver #4: Full Name _____ Phone/cell number _____

IMPORTANT INFORMATION

(Please return completed form in person to Becca Yan or via email at Becca.Yan@fpcmarietta.org.)

REQUIRED DOCUMENTS

- 1. Verification of insurance coverage
- 2. DMV history report for all drivers
- 3. Copy of valid Georgia Driver's License

Vehicle Use Requirements

Our group agrees to follow these policies when using any FPCM vehicles:

- The use of tobacco products and drinking of alcoholic beverages in any church vehicle is prohibited.
- Only church-approved drivers will be allowed to drive a church vehicle.
- Drivers may only use a cell phone when the vehicle is off the road and is in a parked position.
- I understand that scheduling conflicts may occur and I agree to discuss exchanging vehicles with other ministries if at all possible.
- I agree to notify the church if I need to cancel or change this reservation so vehicles will be available to other groups, if needed.
- I agree that our group will not eat or drink in the vehicles.
- I agree that our group will clean up any trash and return the vehicles in good condition with a full tank of gas.
- I agree that our group will return to the designated location and all keys will be returned to the Reception Desk by the agreed upon time.

I have read the above vehicle use requirements and agree that our group will abide by them. I also understand that our group can be charged a fee of \$50 if the vehicle(s) is/are not returned in good condition.

Signature of Responsible Party (Unsigned forms cannot be processed)

Date

EMERGENCY CONTACTS

In the event of an emergency during business hours, M – F, 9am – 5 pm, call (770) 427-0293.

In the event of an after-hours emergency, please contact Andy Workman (678) 333-1727.

For Internal Office Use Only

Approved and scheduled: Yes No Date entered on calendar: _____ by _____

Vehicles(s) Assigned: _____

Please state reason if not approved: _____
