

VEHICLE RESERVATION FORM

Reservation form must be **received** no later than **21 days** from the date the reservation is needed. Contact the church office with any questions at 260-432-0014.



Today's Date: _____

Reservation Date(s): Vehicle Out _____ Vehicle In _____
(please list date and time) (please list date and time)

Purpose of your reservation: _____

Requestor Name: _____

Email: _____ Phone: _____

Department/Group Name: _____

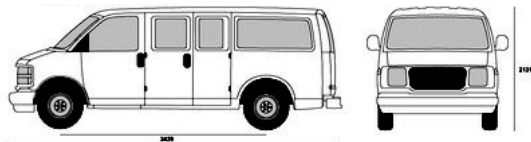
Driver's Name(s): _____

**Drivers must be approved by the ALC Staff and be in compliance with ALC's Auto Insurance Policy.*

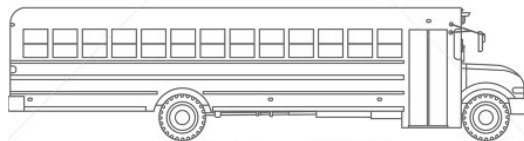
Reoccurring Request: Every _____ Until _____

VEHICLE SELECTION & DETAILS

- PASSENGER VAN**
Capacity: 12 passengers (includes driver)
**DOES NOT require a CDL with Passenger Endorsement*



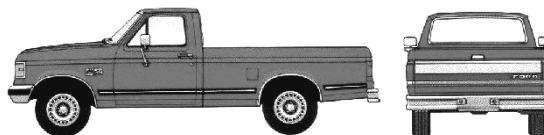
- SCHOOL BUS**
Capacity: 48 passengers (includes driver)
**DOES require a CDL with Passenger Endorsement*



- SHUTTLE BUS**
Capacity: 32 passengers (includes driver)
**DOES require a CDL with Passenger Endorsement*



- PICK-UP TRUCK**
Capacity: 3 passengers (includes driver) + 8ft bed
**DOES NOT require a CDL with Passenger Endorsement*



EXPECTATIONS AND GUIDELINES

- Once your request is approved, you will receive confirmation by email and/or by phone.
- You will be contacted 48 hrs prior to your reservation date with directions on how to obtain and return all appropriate keys.
- Vehicle is to be driven on paved roads only. If it is necessary for the vehicle to be driven on unpaved roads, such as traveling to a remote campsite via dirt/gravel roads or transporting items to grassy park, this must be listed in the NOTES section below. Failure to do so may result in cancellation or refusal of future vehicle reservations.
- Vehicle is to be returned clean (no garbage) and refueled to the original fuel level at the time of pick-up. Vehicles returned dirty or un-refueled may result in cancellation or refusal of future vehicle reservations.
- Only persons listed on this form and approved by Abundant Life Church's automotive insurance are authorized to operate this vehicle. All drivers must be over the age of 21.
- In the event of a mechanical malfunction that renders the vehicle inoperable, whether in or out of state, please contact one of the following individuals in the order listed:
 1. Steve Ellenwood: 260-417-5530
 2. Dennis Larkin: 260-402-6450
 3. Chris Ford: 260-602-3097
- If none of the above individuals can be reached, call the nearest towing service and have the vehicle towed to the following address:

Tom Steele Tire Service, Inc.
2620 N Clinton St
Fort Wayne, IN 46805
Phone: (260) 482-4557

NOTES

I have read and agree with the above guidelines: _____
Requestor signature required for processing

APPROVAL *(For office use only.)*

Executive Administrator

Date

Received Date: _____
(For office use only)