



FIRST PRESBYTERIAN MARIETTA

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. 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 #2 (15 passenger)

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

REQUIRED DOCUMENTS

1. Verification of insurance coverage
2. 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 happen, and I agree to discuss exchanging vehicles with other ministries if 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

In the event of an emergency please call the church (770) 427-0293.

For Internal Office Use Only

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

Vehicles(s) Assigned: _____

Please state reason if not approved: _____