

**VEHICLE RESERVATION FORM**  
**First United Methodist Church**  
**1589 W. Maple**  
**Birmingham, Michigan 48009**  
**(248) 646-1200**

**White Van (12 passengers plus driver)**

**Today's Date:** \_\_\_\_\_

**Group Requesting Vehicle:** \_\_\_\_\_

**Requested Dates:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Requested Times:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Group Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Driver's Name:** \_\_\_\_\_

**For Van: Driver Approved in the last 12 months?**

\_\_\_\_\_ Yes    \_\_\_\_\_ No (If no, fill out application form in church office)

**Date and Time picking up keys:** \_\_\_\_\_

**Date and Time returning keys:** \_\_\_\_\_

.....  
**Office Use Only:**    Date \_\_\_\_\_

By \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason \_\_\_\_\_

## SIMPLE RULES FOR VAN USE

It is your responsibility to make sure the driver is approved to drive the church vehicle. Ministry Driver Screening forms are available in the church office and on the church website, and should be completed once per year for each driver.

1. Keys and clipboards may be checked out in the church office during office hours, or at other times by prior arrangement. The clipboard and keys always travel together.
2. Keys and clipboard should be returned to the church office *as soon as you return* from your trip. If you plan to return after the building is closed, return them when the office opens the next morning.
3. Record your name, destination and beginning mileage when you leave for your trip. Record your ending mileage before returning the clipboard to the office.
4. Keep the vehicle at least as clean as you found it. If you find a way to leave it even cleaner, we thank you for your kindness.
5. Don't take things that don't belong to you. Please keep all safety equipment, ice scrapers, step stools, pens, etc. that you find in the vehicle where you found them.
6. Please drive safely. Talking on a cell phone or texting while driving are strictly prohibited.

### WHEN RETURNING THE VEHICLE:

1. Make sure gas tank is full. **PLEASE REFILL WHAT GAS YOU USE or deposit funds at \$5/person for gasoline/maintenance costs.** Do not return the vehicles with an almost-empty tank.
2. All garbage should be disposed of and the vehicle should be clean.
3. Park the vehicle in the east parking lot.
4. If you notice any problems with the vehicle, please file a report with the church office upon your return.

### IN THE EVENT OF AN EMERGENCY OR AN ACCIDENT:

Contact the local police and then the church office at 248-646-1200.  
After office hours, contact Tony Kotwicki at 248-396-8963.

Tow vans to Dean Sellers Ford, 2600 W. Maple Rd, Troy, MI 48084, (248) 643-7500

Vehicle registration and insurance information is kept in the storage compartment

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Tow vans to Dean Sellers Ford, 2600 W. Maple Rd, Troy, MI 48084, (248) 643-7500  
Tow bus to Hoekstra Transportation, 555 Oliver Dr, Troy, MI 48084, (248) 244-8942

Vehicle registration and insurance information is kept in the storage compartment in each vehicle.

A first aid kit and flares are also provided in each vehicle.