LAKE FOREST COLLEGE
VAN RESERVATION FORM

To ensure proper approval has been obtained, students, facility and staff must use this form to reserve vans from Facilities Management. Rental van policies and procedures are published in Section III the Student Handbook. However, please keep in mind the following guidelines:

1. Vans may be used only for College approve programs. All programs must be approved by a faculty or staff member. If the faculty or staff member is accompanying the van, no further approval in required. If the faculty or staff member is not accompanying the van, additional approval by a pre-approved College representative must be obtained.
2. Only persons registered as drivers with Facilities Management (after completing an approved drivers' safety program) may drive the van.
3. Only Lake Forest College students, faculty and staff may ride in vans.
4. Reservations for vans must be made at least 24 hours in advance. Cancellation fees will apply to those who cancel usage within 8 hours of the planned reservation.
5. Any overnight, round trip in excess of 250 miles or a trip requiring one way driving in excess of 4 hours must be accompanied by a registered driver over 25 years old with a valid major credit card.
6. Report all accidents and/or damage to vehicles to Facilities Management or Campus Security immediately.
7. No alcoholic beverages or controlled substances are permitted in College vehicles whether they are consumed or merely transported.
8. No reservations will be considered with a completed reservation form.

Please Complete the Following

Date of Rental _____Time (beginning and ending) _____ # of Vans___

Destination(s) _____ # of Passengers_____

Name of College Function _____

Estimated mileage/ driving time_____ Sponsoring Organization_____

Account Number: _____

Is this an overnight trip or a trip involving one way driving beyond 4 hours? _____
(If the answer to either is "yes" a faculty member or professional staff member must accompany the van)

_____
Driver's Name (please print)

_____
Name (Please Print) & Signature of Faculty or Staff member if accompanying van
(No additional signatures are needed if the Faculty/Staff member is accompanying the van)

-OR-

_____
Name and Ext (Please Print) & Signature of Faculty or Staff member if not accompanying van

_____
Name (Please Print) & Signature of Dean of Faculty or Dean of College representative if Faculty/Staff member is <u>not accompanying</u> van.

(Copies to Driver, Facilities Management, Department Representative)