

LAKE FOREST COLLEGE
Van Reservation Form

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

1. Vans may be used only for College approved 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 is 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 driver's safety program) may drive a van.
3. Only Lake Forest College students, faculty, and staff may ride in the vans.
4. Reservations for vans must be made at least 24 hours in advance. Cancellation fees will apply to those who cancel usage within less than eight 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 four 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 the vehicles to Public Safety or Facilities Management immediately.
7. No alcoholic beverages or controlled substances are permitted in College vehicles whether they are being consumed or merely transported.
8. No reservations will be considered without a completed reservation form.

PLEASE COMPLETE THE FOLLOWING

Date of Rental _____ Time(beginning and ending) _____ # of vans _____

Destination(s) _____ # of passengers _____

Nature 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 (please print) & Signature of Faculty or Staff member **if not accompanying** van

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