



## Academic Van Reservation Request

Person requesting the reservation: \_\_\_\_\_

Contact person **and number** to be used while traveling: \_\_\_\_\_

How many vans? \_\_\_\_\_ 1 or \_\_\_\_\_ 2

Program or Course the van will be used for: \_\_\_\_\_

Where will you be going? \_\_\_\_\_

Please list the drivers: \_\_\_\_\_

(must have a driver's license release form on file in HR to be able to drive an RMC vehicle)

**\*\*Note\*\*** Students may not drive with passengers in the vans.

Who will pick up the keys? \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Who will return the keys? \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

I will depart on: Date \_\_\_\_\_ Time \_\_\_\_\_

I will return on: Date \_\_\_\_\_ Time \_\_\_\_\_

**I understand that I am expected to do the following prior to returning this vehicle, and that my department may incur charges if I do not complete the following:**

- Fill the gas tank.
- Clean van **inside and out**.
- **Please park in the reserved spots west of Jorgensen.**
- Return the keys and copy of Vehicle Check-out Sheet to Assistant to the Academic Vice President in Morledge-Kimball 312. Office hours are 7:00 a.m. – 2:30 p.m. Monday through Friday.
- Record mileage information.
- Report, in writing, any issues, damage to the van incurred before or during your use.