



Van Usage Policy

- * There is a user's fee, not a deposit, for the use of the church's van. Monies from these fees are used to pay for the maintenance of the vans. **User fees apply to all groups.**
- * Van fee is \$35.00 per day, \$160.00 for five (5) days and \$25.00 for each additional day. A minimum fee of \$20.00 will be required for van usage, this fee will be used for those persons or groups needing the van for less than 24 hours.
- * An additional fee will be added for fuel (current price plus \$0.50 per gal) and cleaning (minimum \$25.00) if the van is returned without being refueled and cleaned.
- * **All** groups using the vans will be required to complete the *Application for Use of Church Vehicle* at the time it is reserved or the vehicle will not be considered officially reserved.
- * Fees **Must** be paid by the time the key is picked up from the church office.
- * Reservations made greater than two weeks from date of usage must be confirmed at least one (1) week before the reservation date for the van to remain reserved, without exception.
- * Cancellations must be made at least one (1) week in advance in order for fees to be reimbursed. If fees have not been paid, the group reserving the van will be billed the appropriate fee.
- * All drivers must be at least twenty-one (21) years of age and must be on file with the Building Usage Committee. An additional charge of \$6.00 per driver will be charged for on-line review of DMV records of each driver not already on file (www.screennow.com).
- * Permission from parents is required from all passengers under age eighteen (18).
- * No smoking is allowed in the van.
- * All accidents **MUST** be reported to the church office immediately.
- * **Group Leader** is responsible for:
 - All forms being filled out completely
 - Securing approved driver(s)
 - Vehicle is clean inside and outside when returned
 - Gas tank is full upon return
 - Passenger List is turned into the church office before departure
 - Van is secure at all times during trip and when returned to the church
 - Completion of the Post Trip Report