

Office of Student Life Van Reservation Form

Please see procedure OSL-1a for guidelines to complete this form. This form must be received in the Office of Student Life no less than 10 business days before the day of departure to ensure van availability.

Date of request	
Club/Organization	
Advisor	
Driver	
Number of passengers	
Date and time of departure	
Date and time of return	
Destination	
Purpose of trip	
Requested by	
Budget number	

Received by the OSL	Signature	Date

Approved **Denied** _____

Check Out (To be signed the day of Van pick up)

Use of the vans is a privilege, not a right. Rules and regulations must be followed at all times or one may forfeit the ability of the club/organization to use the van in the future. Any damages caused by the driver or students will result in the club/organization covering such damages or repairs.

I have read the procedure regarding the vans and agree to follow all guidelines.

Signature of driver

Date

For Office Use Only Mileage

Beginning		Ending		Total	
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