



OFFICE OF STUDENT LIFE  
VAN RESERVATION

See procedure SA-SL7 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	

<b>Received by the OSL</b>	
_____	_____
Signature	Date: MM/DD/YY
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	
_____	_____
Signature	Date: MM/DD/YY

**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. A Garmin navigation device will be issued with each use of the van. A replacement cost of \$200 will be charged to any club/organization if the device is lost or damaged.

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

_____	_____
Signature of Driver	Date: MM/DD/YY
_____	
Driver Contact Telephone Number	

<b>For Office Use Only</b>		
<b>Mileage</b>		
Beginning _____	Ending _____	Total _____