

First Presbyterian Church Marietta
Vehicle Reservation Request

--- Please Submit 48 hours in Advance ---

Time: _____ AM PM
 Date: _____ Request Submitted by: _____ Contact Phone: _____
 Submitted: _____ Submitted by: _____

Please Print Your Name Legibly

Please Check All That Apply:

- First/New** RSVP/Addition to Master Calendar
- Deletion/Cancellation
- Change to Previous Request
- FPC Member/Staff
- Guest User

What Vehicle(s) Do You Need?

- Van Hool (CDL Req'd - max 49)
- Blue Bird (CDL Req'd - max 45)
- Van - max 11 people
- Van - max 11 people
- New Trailer
- Open Trailer
- Old Trailer (BSA)
- Cargo Van - 2 people

Guest Users must: 1.) Pay a deposit of \$100.00; 2.) Provide verification of insurance coverage for your organization; and, 3.) Provide a DMV history report for all drivers who will be driving FPC vehicles.

Reason/Event for this RSVP: _____

Date(s) Vehicle(s) Needed: _____ Pick-up Time Needed: _____

Who will be driving? 1. _____ Phone #: _____

Please Print 2. _____ Phone #: _____

3. _____ Phone #: _____

Please read the following "Good Faith Agreement"; your signature and agreement to comply are required!

In good faith, all First Presbyterian Church vehicles used for my scheduled event will be:

1. Returned CLEAN – NO EXCEPTIONS – interior free of debris
2. Returned with a FULL TANK of GAS/DIESEL – NO EXCEPTIONS
3. Returned to Designated Location(s) **by 8:00 AM after use** - NO EXCEPTIONS; **AND** all keys returned to the Receptionist's Desk - or - Church Administrator by 8:00 AM next day as well
4. Returned with trailer(s) unhitched from the Vehicle(s) and trailer(s) returned to their Designated Locations

NOTE: Please DO NOT circumvent the four (4) requirements above for any reason; a surcharge will be applied to deposits - or - ministry budgets if the requirements are ignored. Thanks for your cooperation.

I agree, in good faith, to comply - _____

Please P R I N T your name _____

Please P R I N T your e-mail address _____

Please sign your name _____

FEES for Outside Guests usage:
 1. Buses: \$2.50 per mile
 2. Vans: \$1.50 per mile
Please project your mileage and pay in advance; the FPC Accounting Director will invoice/refund the difference if applicable. Thanks

Please return completed form to: reception@fpcmarietta.org via e-mail or in person to FPC Receptionist
 189 Church Street, NE Marietta, GA

In the event of an emergency: (770) 427-0293 during business hours, M - F , 9 AM – 5 PM
After Hours: Church Administrator (770) 656-3741 or (770) 806-0635
Accounting Director (678) 333-1727

ADMIN. Verification:

_____ RSVP Confirmed	_____ Projected Drop-off Time: _____ AM PM	_____ Clean	_____ Location
_____ Outside Guest User Deposit Rec'd	_____ OGS Insurance verified	_____ Fuel	_____ Trailer(s)
	_____ OGS DVM Report(s) rec'd/verified		

Verified by: _____ Date/Time: _____