

**NORTH VALLEY FRIENDS CHURCH**

4020 N College

Newberg, OR 97132

503.538.5340 • 503.538.5141 (fax)

[www.northvalleyfriends.org](http://www.northvalleyfriends.org)

[office@northvalleyfriends.org](mailto:office@northvalleyfriends.org)

# Van Request Form

Individual/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Trip Information**

Activity: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Destination: \_\_\_\_\_

Approximate Mileage: \_\_\_\_\_

**For Office Use Only:**

Attendee/Non-Attendee: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Key Pick Up: \_\_\_\_\_

Date Out: \_\_\_\_\_ Date In: \_\_\_\_\_

- Online
- Binder
- Desk
- Driver Info Form
- Approved



*Van  
Request*

# NORTH VALLEY FRIENDS CHURCH

## VAN POLICIES FOR NORTH VALLEY SPONSORED EVENTS

1. Van will be kept at the church when not in use or being serviced/repaired.
2. Van use should be reserved on the church calendar.
3. A Trip Report from must be completed by the driver each time a van is used, with mileage recorded, trip destination/use, gas and oil added, serving, etc. documented.
4. Van mechanical problems on trips are to be noted in logbook and reported to the Stewardship Committee.
5. After each use, the van is to be refilled with gas and oil and the inside and outside should be washed as needed. This refilling and cleaning is to be completed before the van is parked and group using it has left. Short, in-town trips may be accumulated before refilling.
6. There is NO smoking/use of drugs or alcohol when driving or riding in the NVFC vehicle.
7. The van coordinator will arrange a routine check and inspection of the van each month.
8. Drivers must be 21 years of age with valid Oregon Drivers License (or have a Commercial Drivers License with a "P" endorsement) and obey all the traffic laws where driven.
9. Drivers must be insured with no more than two moving violations or two chargeable accidents within the last year.
10. Drivers on approved list will be asked to attend an orientation meeting to be held once a year. Stewards will call for meeting time. We will work on creating a brief training video for regular driver review.
11. Van use for North Valley activities has priority.
12. Group requesting van use is responsible for publicizing van use fees prior to use.
13. Any extra money collected for each trip is to be turned into the Treasurer to go to the Van Maintenance Fund.
14. Van is to be equipped with fire extinguisher, first aid kit, and flares at all times. During winter months, chains are to be carried in van also.
15. The Van Coordinator, on a case-by-case basis, will approve trailer use; speed not to exceed the legal limit.
16. Fees for Van use (in addition to cost of gas)— **0 -50 miles (\$1.00/person), 51 – 100 miles (\$10.00), 101-250 miles (\$15.00), 251-500 (\$20.00), 501+ miles (\$40.00).**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VAN POLICIES FOR OTHER USE

1. Other use is hereby defined as: any Christian organization or member of North Valley Friends Church (for personal use), and nose referred to as Renter.
2. Van will be kept at the church when not in use or being serviced/repaired.
3. Van use should be reserved on the church calendar.
4. A Trip Report from must be completed by the renter each time a van is used, with mileage recorded, trip destination/use, gas and oil added, serving, etc. documented.
5. Van mechanical problems on trips are to be noted in logbook and reported to the Stewardship Committee at NVFC.
6. After each use, the van is to be refilled with gas and oil and the inside and outside should be washed as needed. This refilling and cleaning is to be completed before the van is parked and group using it has left. Short, in-town trips may be accumulated before refilling.
7. There is NO smoking/use of drugs or alcohol when driving or riding in the NVFC vehicle.
8. The van coordinator will arrange a routine check and inspection of the van each month.
9. Drivers must be 21 years of age with valid Oregon Drivers License (or have a Commercial Drivers License with a "P" endorsement) and obey all the traffic laws where driven.
10. Drivers must be insured with no more than two moving violations or two chargeable accidents within the last year.
11. Drivers on approved list will be asked to attend an orientation meeting to be held once a year. Stewards will call for meeting time. We will work on creating a brief training video for regular driver review.
12. Van use for North Valley activities has priority.
13. Group requesting van use is responsible for publicizing van use fees prior to use.
14. Van is to be equipped with fire extinguisher, first aid kit, and flares at all times. During winter months, chains are to be carried in van also.
15. NVFC reserves the right to refuse rental to anyone.
16. The Van Coordinator, on a case-by-case basis, will approve trailer use; speed not to exceed the legal limit.
17. Fees for Van use (in addition to cost of gas)— **.30 cents per mile**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_