



HOLY NAMES UNIVERSITY

FAX- 510.436.1289
MAIL- **Attention: Campus Services**
Holy Names University 3500 Mountain Blvd. Oakland, CA 94619

Campus Services

Van Reservation Form

15 Passenger

Van Pool Guidelines & Rules: You must fulfill the following requirements:

1. Use of the van is exclusively for HNU activities.
2. A minimum of at least 6 people.
3. Driver must be authorized by the Finance office (California driver license and proof of insurance required).

- Your department will be charge \$0.50/ mile for fuel consumption (no exception).
- HNU Affiliates (Upward Bound, Raskob, Sophia Center, etc.): Will be charged a minimum of \$60 for up to 6 hours of van use and \$120 up to 24 hours, plus fuel consumption.
- The van(s) will be clean and ready before pick-up. You must return it in the same condition. If cleaning is needed, your department will be charged for the cleaning service.
- Please report any damages to the van(s) or services needed, (e.g.: oil, windshield wipers, lights out, etc.) to Campus Services (510) 436-1508
- Van keys must be checked out from Campus Services, between 8:00AM to 5:00PM Monday thru Friday.
- Please park HNU van(s) in the designated "reserved" parking area.
- Please return keys in the DROP BOX next to the sign that says kitchen (there is only one key per van).

Department: _____ Destination: _____

of People: _____ Lead Person on Board: _____

Van Sponsor: _____ Driver Name: _____

Account Number to be Charged for Damages/Claim: _____

Event Date: _____ Time: _____

to Date: _____ Time: _____

As REQUIRED by the DMV, driver MUST have a "CLASS B DRIVER LICENSE"

FOR OFFICE USE ONLY

APPROVED BY: _____ EVENT # _____ DATE: _____

VAN ASSIGNED: [] VAN #1 [] VAN #2 [] VAN #3