

To ensure proper approval has been obtained, students, faculty, and staff must use this form to reserve vans from Facilities Management. Rental Van policies and procedures are published in Section II Student Handbook. However, please keep in mind the following guidelines:

1. Vans may be used only for College approved programs. All programs must be approved by a faculty or staff member. If the faculty or staff member is accompanying the van, no further approval is required. If the faculty or staff member is not accompanying the van, additional approval by a pre-approved College representative must be obtained.
2. Only persons registered as drivers with Facilities Management (after completing an approved safety program) may drive a van.
3. Only Lake Forest College students, faculty, and staff may ride in the vans.
4. Reservations for vans must be made at least 24 hours in advance. Cancellations will apply to those who cancel usage within less than eight hours of the planned reservation.

