



Union County School District Van Rental Request

If athletic event, the athletic director must be notified of this request by staff person completing this form.
Must have approval of principal.
Once form is completed and approved forward to Cindy Maddox ASAP.

Today's Date: _____ Staff making request: _____

Name of School: _____ Sport/Club: _____

Event: _____

Destination: _____

Date Leaving: _____ Time Leaving: _____

Date Returning: _____ Time Returning: _____

of Students: _____ # of Chaperones: _____

of vans needed - (van is 7 person capacity max): _____

Names of driver(s) - must be a school board employee:

Principal Signature: _____

Date approved: _____

For district use only:

Date form rec'd: _____ Rental company contacted: _____

Comments: _____

Key(s)/Gas card(s) given to: _____ Date: _____

Key(s)/Gas card(s) returned by: _____ Date: _____