

### **Vehicle Use Agreement**

We are so happy to be able to serve you by providing a church vehicle for your use. While our vehicles are not in perfect condition, we want to do our best going forward to take care of them and keep them running for as long as possible. Your help is essential in doing this! To help us take care of our vehicles we need the following from you:

1. All trash must be cleaned up before returning the vehicle. If you spill a drink or food, we get it spills happen! All we ask is that you clean up what you can and let the vehicle manager know.
2. If something breaks or is not working properly on the vehicle, mechanical or otherwise, please notify the vehicle manager upon return.
3. The vehicle will have at least ½ tank of gas for you. When you return the vehicle, it must have ½ tank or more! If you are a ministry using the vehicle, please turn in your receipt for reimbursement and charge it to your ministry/event. If you are using the vehicle for personal use, you are responsible to pay for gas.
4. If you take seats out, you are responsible for properly putting them back in! If for any reason you are not able to, please coordinate arrangements ahead of time with the vehicle manager or as soon as you know you will not be able to put them back in.

Repeated failure to do the above or communicate any needed accommodations before returning the vehicles may result in not being able to use them.

#### **A few things to be aware of:**

We regularly maintenance the vehicles, but they are still machines which means they will have issues. We will do our best to fix things when they break, but there may be some repairs that are not detrimental to the vehicle operation so they may not be fixed immediately. We run on a tight budget and do the best with what we have.

Updated registration and insurance will be either in the front console or a glove compartment. Before you drive double check to make sure they are there! In an emergency call 911 (if needed) and our insurance provider, and then notify the vehicle manager.

If you have any questions, concerns, accommodations, or need to make any changes do not hesitate to reach out to the vehicle manager. Enjoy your day and drive safe!

Blessings,

David Perez  
Vehicle Manager  
303-525-6095  
dperez@westbowles.com