

Van Rental

RESERVATION # _____

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Travel Dates and Times

Depart: Date: _____ Time: _____ AM / PM (Pick-up Time)

Return: Date: _____ Time: _____ AM / PM (Drop-off Time)

Departure and Return Location (Point of Origin)

Location: Montgomery College

Campus:

___ Rockville ___ Germantown ___ Takoma Park/Silver Spring ___ Other Location
51 Mannakee Street 20200 Observation Drive 7600 Takoma Avenue _____
Rockville, MD 20850 Germantown, MD 20876 Takoma Park, MD 20912 _____

CITY AND STREET ADDRESS WHERE VAN(S) TO BE PICKED UP: (*View locations at nextcar.com*)

Van Information

Total number of passengers: _____ (Number of students __; staff __; faculty __; other __)

Driver name(s) (must be MC employee and 25 years old): _____

Van Size: (check) 7-passenger minivan 8-passenger SUV 15-passenger van Other _____

Number of Vans Required: _____

Vehicle and Passenger Insurance must be purchased with the van rental to cover the van and passengers.

Fuel charges will be added to the final invoice unless the vehicle is returned with a full tank or at the fuel level when rented.

Travel Information

Trip Name and Purpose: _____

Sponsoring Department and/or Organization: _____

Destination:

Name: _____

Address: _____

City/State: _____

Telephone Number: _____

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Contact Information

Trip Information

Contact: _____

Phone Number: _____

Department: _____

Phone Number: _____

Additional Requirements and Comments

Submit to: Procurement Office
9221 Corporate Boulevard, 3rd Floor, Rockville, MD 20850
Attention: Chiquita Manago Haywood, 240-567-5289 (tel.); 240-567-6397 (fax);
chiquita.manago@montgomerycollege.edu