

Please read Terms of Use and then sign and date. Requests will be reviewed by the Van Manager and/or the Safe Kids Coalition Coordinator before a final decision is made. You will be notified by phone, mail, or e-mail of the request status.

Terms of Use

Organizations requesting use of the van must submit a formal request no less than three weeks before the proposed event. Organization must be in good standing with the Safe Kids Coalition. A list of potential drivers and license numbers must be provided with the request; drivers will be checked to see that the license is valid. Drivers must have valid license and insurance. On behalf of all potential drivers, Organization consents to a driver's license current status check by the Elkhart County Sheriff's Department. The van is the property of the Safe Kids Coalition and is insured as such. A copy of the registration and insurance information will be kept inside the vehicle along with emergency numbers of contact. Organization shall defend and indemnify the Safe Kids Coalition and the Elkhart County Health Department from all claims, demands, actions, and causes of action of whatsoever kind and nature, arising from Organization's use and operation of the van.

The Safe Kids Coalition reserves the right to refuse any request. Priorities will be given first to events within Elkhart County; second to Child Passenger Safety events outside Elkhart County; and third to other Safe Kids events outside Elkhart County. Requests will be reviewed on a first-come first-serve basis.

The Safe Kids Coalition will provide the Organization with a checklist of van condition and contents at pick up and delivery. The Safe Kids Coalition representative and Organization will review the checklist together and sign it for verification. The van is expected to be returned in the condition that it left. This includes, but is not limited to: same fuel level, replenished consumables (pool noodles, towels, shelf liner), tents and signs in working order (not damaged), and no damage to exterior or interior of van. If the van or its contents become damaged while it is in use, the Organization shall be liable for the damage. In the event of a crash or disablement of the van, the Safe Kids Coalition Coordinator and/or Van Manager must be notified immediately. If damage to the vehicle is not reported, the Organization may be denied future use of the van. If consumables or fuel is not replaced after use by the Organization, the Organization shall be invoiced by the Safe Kids Coalition for the cost of the items. Organization agrees to comply with and follow all instructions given by the Safe Kids Coalition Coordinator and Van Manager with respect to the use and operation of the van.

The van will be supplied with Van Log. Van Log must be completed at least one (1) week subsequent to the event and sent via email or fax to the Van Manager or Safe Kids Coalition Coordinator. Please submit supporting materials such as media clips, photos, or video with the Van Log.

Any questions or concerns can be addressed with the Safe Kids Coalition Coordinator, Hollie Lambert (574.523.2112) and/or Van Manager, Julie Dijkstra (574.533.8644). The undersigned represents and certifies that he/she is authorized by the Organization to enter into this Memorandum of Understanding on behalf of the Organization.

Organization

Signature

Date

For Office use only

Date Received

Approved/Denied