

# Marquette University Club Sports Department of Recreational Sports

## VAN RENTAL CHECK-IN FORM

Club Team: \_\_\_\_\_ Date(s) of  
trip: \_\_\_\_\_

Time/Date keys returned \_\_\_\_\_ / \_\_\_\_\_

Miles Out/In \_\_\_\_\_ / \_\_\_\_\_

Fuels Level Out F  $\frac{3}{4}$   $\frac{1}{2}$   $\frac{1}{4}$  E

In F  $\frac{3}{4}$   $\frac{1}{2}$   $\frac{1}{4}$  E

Garbage Removed: Yes/No

Van Cleaned: Yes/No

### Visual Inspection

Remarks on Vehicle Exterior

\_\_\_\_\_

Remarks on Vehicle Interior

\_\_\_\_\_

Any mechanical problems? (broken equipment in interior, tears in upholstery, etc.)

\_\_\_\_\_

Was there any indication the vehicle may require maintenance? (leaks, unusual sounds, running rough, etc.)

\_\_\_\_\_

Miscellaneous Notes:

\_\_\_\_\_

Club representative responsible for van: \_\_\_\_\_

Signature/ Date: \_\_\_\_\_



RECREATIONAL  
SPORTS