

GIRL SCOUTS OF MONTEREY BAY

Rental/Leasing Information Requirements

**Provide** the following information to the Council Risk Manager prior to rental date:

Fax: 63304029/email [gsomb@gsmontereybay.org](mailto:gsomb@gsmontereybay.org)

- Name of proposed rental agency: \_\_\_\_\_
  - Size of vehicle to be rented (# of passengers) \_\_\_\_\_  
*If larger than 10 occupants, Commercial Driver's License required.*
  - Name(s) of Driver(s): \_\_\_\_\_ (H & W) \_\_\_\_\_  
(name) (telephone)
- \_\_\_\_\_ (drivers license number and expiration date)

(2<sup>ND</sup> DRIVER)

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**Provide** the following information to Council Risk Manager after rental:

- Vehicle Year \_\_\_\_\_
- Make \_\_\_\_\_
- Model \_\_\_\_\_
- Type (auto, van, pick-up) \_\_\_\_\_
- Dates of Rental \_\_\_\_\_
- Mileage Driven \_\_\_\_\_
- Copy of Rental Agreement (enclose)
- Certificate of Insurance if liability insurance is provided by rental agency (enclose).