



## RESERVATION REQUEST FORM

Please complete a form for each van you are requesting.

Agency Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Reservation: Day: \_\_\_\_\_ Date: \_\_\_\_\_

From \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Authorized Driver's Name: \_\_\_\_\_

Is a 10 passenger van required?  Yes  No      Number of Passengers: \_\_\_\_\_

10 passenger vans are on a first-come, first-served basis. The request **does not** guarantee you will receive one. If a 10 passenger van is not available you will be notified. Agencies may request one 10 passenger van per day.

Purpose: \_\_\_\_\_

Destination: \_\_\_\_\_

Return by the 20<sup>th</sup> of each month:

*(Office Use Only)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Hours when Public Transit is not available | <input type="checkbox"/> Pickup/destination out of service area | <input type="checkbox"/> Demand cannot be met by Metro Connect due to financial or capacity constraints |
|---|---|---|

**Metro Share**

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