



3835 West W.T. Harris Blvd
Charlotte, NC 28269

Office Memo
Kevin Gedney
Business Administrator
Tel. No. (704) 369-8019

To: UCUMC Volunteers, Missions Team, and Staff
cc: R.Smith, G.Werstlein, T.Stewart, R.Comstock
Date: November 20, 2008
Subject: Van Rental (Avis and Carolina Rent-a-car)

All -
UCUMC has established two (2) accounts to be used for church van rental, depending on the size of the van that you need. Please contact each vendor directly when renting and pay with your UCUMC credit card (when applicable) in order for UCUMC to recover State sales tax.

When renting a van for a UCUMC sponsored event, you are to decline the rental company offered insurance and sign your receipt with your name followed by “, UCUMC.” This will provide you, your passengers, and others with UCUMC insurance coverage while driving the van.

All drivers must be Certified by UCUMC in order to transport others for a UCUMC sponsored event. All UCUMC Safety, Emergency, and Accident procedures and policies apply and the driver must adhere to the UCUMC Driver Responsibilities at all times. In order to become Certified, please contact the UCUMC Facilities Manager, Phil Reed, at 704-369-8022 for details.

	<u>Avis</u>	<u>Carolina Rent-a-car</u>
Account #:	Q168326	(drop-off & pick-up included) “University City United Methodist”
Location:	3716 West WT Harris Blvd	6408 North Tryon
Phone:	704-599-6432	704-596-6008
Vehicle:	12 person van	15 person van
Rate:	\$67.44 + tax , per day	\$89.99 + tax , per day \$429 + tax, per week (7 days)

- Receipts required for van use reimbursement (rental and gas)
- Both companies provide unlimited miles, however gas is not included. Return the van full of gas.
- See Kevin Gedney (704-369-8019), Church Business Administrator for rates associated with multiple vans and extended trips.