

Vehicle Rental Guide



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
 LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 www.fcbc.org
 (213) 687-0814 (213) 375-3999 info@fcbc.org

INSTRUCTIONS (items #2 and #3 are required to avoid processing delays):

1. Reserve vehicles at least one month in advance from the companies listed below.
2. Drivers must be 25 years or older. Bring your driver's license to the rental office.
3. If crossing country borders, you must also bring a valid passport and buy local auto insurance.
4. Submit a **FACILITIES/ACTIVITIES REQUEST** form to the Facilities Manager. The form may also be used to reserve a room before departure.
5. Submit a **CHURCH CREDIT CARD PERMISSION FORM** to Trustees after receiving minister's approval.
6. Arrange for a trustee (trustees@fcbc.org) to go with you to the rental company to sign contracts and make payments.
7. After vehicles are returned, collect the receipts and submit them to Trustees. All costs are to be paid from your ministry/department budget.

Destination address _____

Auto Type	Passenger Capacity Needed	Number of Auto(s) Needed	Number of Passengers Traveling	Pick-Up Date	Pick-Up Time	Return Date	Return Time	Primary Driver
Cargo van with back window								
Mini-van								
Sedan								
SUV								
Truck with 4 doors								

Additional Drivers (list name and vehicle type):

Approved Rental Companies	Phone	Corporate Account #	Preferred Pick-Up Location
Budget	(213) 617-2977	U409624	Union Station 800 N. Alameda St., Los Angeles
Enterprise	(213) 627-5432	None	Pershing Square 530 S. Olive St., Los Angeles

- NOTES:**
1. Additional charges or rate changes may apply if the vehicle is returned to a different location, at a different time, past the due date, or after the rental office is closed.
 2. Auto rental company cancellation policies vary. If vehicle is no longer needed, contact Trustees (trustees@fcbc.org) as soon as possible to cancel the car pick-up.