
 Organization Name

Loaning or Renting Church Vehicles Checklist

Has your church ever been asked to loan or rent one of your vans or buses to another organization? Brotherhood Mutual doesn't recommend making your vehicles available to others. Consider aiding them financially in renting or chartering a vehicle from a rental agency rather than running the risk of loaning or renting your vehicle. If you do choose to allow another organization to use your vehicle, consider the following:

	Yes	Needs Attention
1. Does the vehicle user know that your insurance policy may not adequately cover others outside your organization?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the vehicle user know that any damage to the vehicle while in his or her possession must be paid out of his or her organization's pocket or own insurance, if the organization has such coverage?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you specify in a written agreement with the user who is responsible for damage to your vehicle as well as any other points of understanding?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the agreement make the user responsible to defend, indemnify, and hold your church harmless for any losses resulting from their use of your vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the agreement specify that the user is responsible for purchasing special liability and vehicle damage protection to cover damage to your vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the vehicle you plan to loan or rent in top mechanical condition?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the other organization going to use your vehicle for church or church school activities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you consulted with your attorney before allowing another organization to borrow or rent your vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.