

VEHICLE RESERVATION FORM



Vehicle Type	Pricing & Miles	Public Safety
CAR	\$46.55/Day - \$325.85/Week - \$1,102.00/Month Free Miles: 200/Day – 2,000/Week – 6,000/Month	Vehicle Number Assigned: _____
15-PASSENGER VAN	\$121.28/Day - \$611.28/Week - \$2,445.10/Month Free Miles: 200/Day – 2,000/Week – 6,000/Month	Key Number Assigned: _____
MINI VAN <u>Only at Whitson-Morgan</u>	\$79.63/Day - \$539.00/Week - \$2,156.00/Month Miles: 200/Day plus \$.22/mile after <u>or</u> Unlimited Miles for an additional \$75.00 Whitson-Morgan Pickup Hours Monday-Friday from 8:00-12:30 & 1:40-5:00 24-Hour Cancellation Required	Key Picked Up: _____ Key Returned: _____ Check for the following: Gas Tank Filled: _____ * *If \$50.00 fuel fee needs to be charged, Director contacted on: _____ Trash & Debris Removed: _____ ** **If \$75.00 cleaning fee needs to be charged, Director contacted on: _____

Reservation Form Completed by: _____ Date Completed: _____

Destination/Purpose: _____

Date(s) of Use: _____ Number of Days Reserved: _____

Is this for a Student Organization: Yes / No **If Yes, Student Affairs Approval: _____**

*University Representative: _____
trips/activities. *

*Required for all University sponsored

Driver(s): _____

Supervisor's Signature: _____

Organization/Department to be charged: _____ Account #: _____

1. Take this form to the Public Safety Office to pick up the key.	5. Write down the ending mileage before exiting the vehicle and determine total miles traveled.
2. Write down the beginning mileage before leaving the parking lot.	6. Remove all trash and debris from the vehicle to avoid an additional fee.
3. Fill the tank up with gas before returning the vehicle to avoid an additional fee.	7. Return this form to the Public Safety Office and return the key.
4. Return the vehicle to the tennis court parking lot after use or be charged additional rent.	Beginning Mileage Reading: _____ Ending Mileage Reading: _____ Total Miles Traveled: _____

Additional rent may be assessed if vehicle and keys are not returned properly and promptly, as well as additional fees for not filling up the tank and removing all trash and debris.

Please Note Any Problems With the Vehicle: _____

Write down the name of every individual going on the trip.

Please note that we do not want more than 12 people to be transported in a 15 passenger van.

1.)	2.)
3.)	4.)
5.)	6.)
7.)	8.)
9.)	10.)
11.)	12.)

Damage Report:

Date & Time of Accident: _____

Location where named Accident took place: _____

Detailed Description of Event: _____

Accidents involving other vehicles:

1. Name & Contact Information for Other Driver: _____

2. Insurance Information for Other Driver: _____

Office of Administrative Services Use Only	
Fee for Vehicle Rented	
Number of Days Rented	
Total	
Miles that Exceeded Limit	
	X 22
Total	
Additional Fee – Fuel (\$50)	X
Additional Fee – Cleaning (\$75)	X
Total Charges	