

Campus Cart Reservation Form

Reserved by: _____

Department: _____ Phone #: _____

Cart: _____ 2 Seat Gem Cart _____ 4 Seat Gem Cart

Time reserved:

- To be picked up on: Day: _____ Date: _____ Time: _____ am/pm
- To be returned on: Day: _____ Date: _____ Time: _____ am/pm

The intended use of the carts is for short term transportation of people or materials on campus. Carts should be reserved at least one day in advance whenever possible. The requesting party must provide a driver. Drivers must have a valid driver's license and insurable driving record. The carts are not intended for travel on public roads or sidewalks unless it is to get from adjacent college properties separated by public roads or sidewalks.

Priority will be given for:

- Transportation of students, faculty, or staff for medical reasons.

Lesser priority will be given for:

- Use for special events such as Homecomings, football games, etc.
- Transportation of guests of the college who request on-campus transportation.

Use of a Cart

- Carts will be reserved and checked out of the Facilities Management Office.
- Carts will be charged (or fueled), cleaned, and ready to go when users pick up the cart.
- First time users will be instructed by a Facilities Management employee on the use of the carts.
- A pick up time and return time will be noted at time of check out.
- Users must have the cart returned by the agreed upon return time.
- Keys may not be left in the cart when unattended.
- Requesting party or department is responsible for any damage to the cart while in their use.
- Carts are only allowed to drive on paved surfaces. Pedestrians always have the right of way.
- Carts should be returned to the Facilities Management if non-use time exceeds two hours.
- Carts will be checked in at the Facilities Management when returned.
- Users will remove any personal or departmental items from the cart when returned.
- Spilled liquids (coffee, soda, etc) will be cleaned by the user prior to return.

By signing this reservation form, I agree that I was given thorough instructions on operation of cart and agree to cart policies.

Signature of Driver: _____ Date: _____

Signature of Facilities Management Employee: _____ Date: _____