

CONTRACT for RENTING the CAMPUS REC VAN and TRAILERS

1. Organization _____
Account Number _____
12 Passenger Van _____ Enclosed Trailer _____ Open Trailer _____
2. Person reserving the vehicle/trailer _____
Phone Number _____
3. Person picking up the vehicle/trailer _____
Phone Number _____
4. **(VAN ONLY)** Name and license number of person(s) driving the vehicle

Phone Number(s) _____
5. You must pick up and return the vehicle/trailer at requested times.

<u>Departure</u>	<u>Return</u>
Date _____	Date _____
Time _____	Time _____
Destination _____	

INSURANCE

Campus Rec carries liability and collision insurance. There is a \$500.00 deductible that your organization will be responsible for if there is an accident, the vehicle is stolen or any other damages during your reservation.

I certify that the above organization has the resources to cover the first \$500.00 of any damage.

Signature of advisor for the organization

COSTS

VAN

- A. \$ 0.40 per mile
 - B. Late returns will be charged \$10 per day for each rental, and revenues lost by additional rentals.
 - C. Fee for not canceling a van reservation (**24 hours in advance**)-----\$20
 - D. Fee for cleaning excessively dirty vehicles ----- \$30
- Drivers are responsible for keeping the interior of the van clean and free of litter*

TRAILER

- E. Daily rental (Campus Rec)-----\$10
- F. Non-Campus Rec Department Daily Rental-----\$25

I understand and agree to pay the above costs

Signature of advisor for the organization

6. Campus Rec is not responsible for personal items left in the vehicle/trailer.
7. Campus Rec will pay for gas with a credit card (pick-up with keys). Please try to use the credit card for repairs if needed. Keep **ALL** gas receipts to turn in after rental.
8. It is the driver's responsibility to abide by all traffic laws and regulations. Drivers are responsible for any parking, traffic violations, towing and storage charges.
9. By state law – there is no smoking or alcohol allowed in Campus Rec vehicles.
10. The vehicle is for organizational use only. **NO PERSONAL USE!** Only current SCSU students, staff, or faculty may drive or use the vehicle/trailers.
11. Check the vehicle/trailers over before you leave. If there are any problems record them on the check list and report them to the accounting office or building manager before departure.
12. Any violation of the rules may result in denial of future use by your organization.
13. Please return vehicle/trailers to same location as picked-up.

I understand and agree with the policies regarding the Campus Rec vehicle/trailers.

Signature of advisor for the organization

Phone Number