



SCSU Van/Trailer Reservation & Maintenance Policy

Maintenance Fee

Van

\$ 0.40 per mile

Trailer(s)

Student groups -- \$10 fee per day

Non-student groups -- \$25 fee per day

Late returns will be charged \$10 per day for each rental, and revenues lost by additional rentals. Users may also be held responsible for charges incurred by organizations having to make other arrangements due to your tardiness.

Fee for NOT canceling a van within 24 hours of reservation is \$20.

A cleaning fee of \$30.00 will be charged back to each club if they do not properly clean the van/trailer(s) after each use.

Only SCSU organizations with on campus accounts will be allowed to use the van/trailer(s) and their account number will be required for each reservation.

Reservation Priority

Reservations will be set up using criteria linked to:

- | | | |
|------------------------------|---|-----------------------|
| <u>Priority of group use</u> | 1 | Student Sport Clubs |
| | 2 | Campus Recreation |
| | 3 | Student Organizations |
| | 4 | Athletics |
| | 5 | Academic Classes |

Storage

The van/trailer(s) will be kept at campus recreation. They **MUST** be checked out and checked in by Nicole Rajkowski, Erik Halverson, Judy Behrend, Deb Gisvold or a Building Manager after each use for damage and will be charged accordingly.