

SGA Van Reservation Form

Date: _____ RSO/Department: _____ Acct #: _____

Contact: _____ Phone: _____ Email: _____

Destination:

Date of Pick-Up:

Date of Return:

Purpose of travel (detailed):

People Traveling (if it's beyond 50 miles or overnight, please fill out a Travel Itinerary form):

Person driving the van (must be certified through facilities—see Lauren or Mike on how to become certified):

Preferred Check-Out Time (it must be sometime Monday through Friday from 8 AM to 5 PM):

1st choice:

2nd choice:

3rd choice:

Assistant Director of Student Activities/Date

Advisor's Signature/Date

Staff Member at Check Out:

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- You must perform a rental check out with a SAC staff member prior to leaving. A staff member will email you with the rental check out time.
 - The van must be returned in the same condition as it is at check out. Please clean the van prior to returning it using the trash bag provided. There is a \$25.00 charge for van cleaning.
 - The van must also be returned with the same amount of gas it has at check out. If it is returned with less, your group will be charged \$15.00 plus the cost of fuel.
 - The driver **must be certified through the University** before he or she can drive. To find out more information, contact Lauren.

