University Center Vehicle Reservation Form

Today’s Date: ____________  Name: ____________________________

Contact Phone Number: ______________  Expected Driver: ________________________

Organization: _____________________________________________________

Vehicle Rates and Fees:

- For departments outside of the University Center: $0.65 per mile, with a minimum of 30 miles charged for the trip.
- For departments within the University Center: $0.55 per mile, with no minimum mileage.

Vehicle(s) Being Reserved (please check):

Vans:  203 ____  273 ____  74 (new) ____  76 (new) ____

Truck:  236 ____

Dates of Reservation:

I wish to pick up on (date) __________________ at (time) ____________________________.

I plan to return the vehicle on (date) __________________ at (time) ____________________.

Purpose For Reservation:
________________________________________________________________________________________
_______________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please Take Note:

- Reservations must be submitted 14 days in advance to Wes Taylor.
- All vans seat a maximum of 12 people, including the driver.
- It is expected that the vehicle will be returned in the same condition it was received. Please take the time to vacuum or sweep out any mess that is made. If the vehicle is returned without being cleaned, you will be charged a $20.00 cleaning fee.
- Any damages to the vehicle will result in charges for the cost of repair.
- Vans 203 and 273 require the driver be WCU 15 passenger van certified.
- Truck 236 is manual transmission.

By signing below, I agree to the terms and conditions of this Vehicle Reservation Contract.

Signature: _______________________________  Date: ____________

For Office Use Only:

Reservation for Vehicle(s) Number ________________, Approved By _____________________, On (date) ____________________. 