STUDENT ACTIVITIES VAN RESERVATION
WILSON COMMONS 276-3717

Name: _______________________________ Date: _______________________________

Date of Use: ______________________ GROUP PAYING FOR USE: __________________

PICK-UP TIME: __________________ RETURN TIME: ___________________________

GROUP USING THE VAN: __________________________________________________________

RELATION TO THE UNIVERSITY OF ROCHESTER: _______________________________________

NUMBER OF PEOPLE EXPECTED _____ Group Responsible for Paying: ______________________
Contact of Person Responsible for Paying: ________________________________
Email of Person responsible for paying: ____________________________________________

List names of MVR approved drivers for the event. (This will be confirmed by the Transportation Coordinator)
First Driver: __________________ Second Driver: __________________
MVR APPROVED? _____ MVR APPROVED? _____
Driver Email: __________________ Driver Email: __________________

CIRCLE VAN (S) NEEDED: 7 people per vehicle only.
VAN 1 (7 people max) VAN 2 (7 people max) CSN VAN (7 people max)

DESTINATION(s): __________________________________ EXPECTED MILEAGE: __________________

Please check the reason for the van use:
Social: ____ Academic: ____ Cultural: ____ Community Service: ____

I acknowledge I have read (the back of this form) and understand the van use policies.
I acknowledge that I (and or my student group/organization) may be held accountable for
damages, fines or tickets that result from my group/organization use of any of the Student Activities
Vans.
I acknowledge that the Student Activities Office reserves the right to cancel van reservations at any
point prior to the reservation start time, due to any of the following reasons:

• Unsafe or dangerous road conditions
• Vehicle maintenance issues
• Driver approval status
• Non-payment issues
• Emergency departmental use for SA
• Group van use violations or suspension as determined by the Student Activities Office.

Signature of Requestor: __________________________ Date: __________________________
Advisor Signature: ____________________________ Date: __________________________
Advisor Name (printed): ________________________ Phone: __________________________
This form goes to the student activities office when completed.

Student activities van reservation

There are (3) 7-passenger vans available to SA recognized student groups, faculty, and staff on the River Campus to facilitate interaction and activity. Only two vans are allowed per student group use at one time. The policies and procedures outlined below will clarify the process of reserving and using the van. The administration and use of the van is the responsibility of the Student Activities Office, 201 Wilson Commons.

To reserve the student activities van

1. Complete the van reservation form with all information.
2. Identify the approved MVR driver for the trip and the group to bill.
3. Have the group’s advisor sign off.
4. Be sure that an MVR approved driver is listed. No trip will be booked without an approved MVR driver.
   [To get set up for MVR see the Transportation Coordinator with your license: (There is a fee for running an MVR check) All student drivers must have 1 years unrestricted driving history and no points on their license. Approved MVR’s are good from date of issue until July 1st of that year. License year runs 7/1-6/30 as long as the license is valid.]
4. Allow a minimum of four (4) working days to confirm the van reservation once all paperwork is completed and returned.

Please read and understand the following policies for use of the S.A. vans

1. Reservations are on a first-come first-served basis; steps 1 - 4 must be followed before a reservation is confirmed.
2. Van Fees: Generally, trips are limited to a 25 mile radius of the University (50 miles total for each reservation.)
   a. For recognized Student Association groups, R.A. hall trips, and faculty/staff trips with students for dinners and events: ($ .56) a mile, no van rental fee.
   b. For all other uses, e.g. departmental trips, or not recognized groups etc: $35 rental fee for the first 4 hours plus $.56 mileage, and $8 per additional hour plus $.56 a mile. (All Reservations are Subject to approval and verification by Transportation Coordinator). Mileage is not to exceed 50 miles without prior approval.

Priority will be given to student groups and organizations.
3. Reservations: all reservations are made through the Transportation Coordinator or an appropriate van reservationist, 201 Wilson Commons during regular business hours.
4. Capacity cannot exceed 7 people at one time.
5. The driver must obey all appropriate New York State vehicular and traffic laws, as well as any municipal and town laws.
6. The vans are passenger vans only. They are not for personal use or moving freight.
7. Keys and Checkout sheet are located at the Common Connection in Wilson Commons. The checkout sheet must be completed before the van leaves campus and after it returns. Keys and completed checkout sheet are to be returned to Common Connection immediately after use.
8. Parking: The vans have reserved parking spaces on Library Road next to Gym Doors. Return the vans to the same spaces. If the spaces are illegally used, park the vans in zone 1 north (library road) not in a 15 min or assigned business or zipcar or handicap location and inform security, parking and the common connection of its location. (MUST ALSO NOTE ON THE CHECKOUT SHEET THE LOCATION.)
9. Maintenance and gas fill-ups are the responsibility of the Student Activities Office.
10. Understand that the driver, dept or student organization may be responsible for damages that result from the van use.

Special note****
11. Late Fees: A $25 late fee may be charged if a van reservation is not cancelled 24 hours before reservation begins. For Student SA recognized groups, a charge of $25 may apply for late return. Mileage over 50 without prior approval may also result in group or department denial of future van service.
12. Consumption or transportation of alcohol or controlled substances is strictly forbidden.
13. Any parking or traffic citations will be the direct responsibility of the driver of the vehicle, not the University.