

STUDENT ACTIVITIES VAN RESERVATION

WILSON COMMONS 276-3717

NAME: _____ DATE SUBMITTED: _____

USE DATE: _____ REQ. #: _____

PICK-UP TIME: _____

RETURN TIME: _____

GROUP USING THE VAN: _____

NUMBER OF PEOPLE EXPECTED _____

CIRCLE VAN (S) NEEDED: 7 people per vehicle only.

VAN 1 (7 people max) VAN 2 (14 people max) CSN VAN (7 people max)

DESTINATION(S): _____

RELATION TO THE UNIVERSITY OF ROCHESTER: _____

PHONE NUMBER: _____ E-Mail _____

Please check the reason for the van use:

Social: Academic: Cultural: Community Service:

List names of approved drivers for the event. (This will be confirmed by the Transportation Coordinator)

First Driver: _____ Second Driver: _____

As the business Manager 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 Office 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
- Group van use violations or suspension as determined by the Student Activities Office.

Signature

Date

Advisor Name: _____ Advisor Initials: _____ Date: _____

THIS FORM GOES TO THE STUDENT ACTIVITIES OFFICE WHEN COMPLETED.

STUDENT AFFAIRS VAN RESERVATION

Two 7-passenger vans are available to student groups, faculty, and staff 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.
2. Attach a completed blue UR requisition (Form 312 rev 10/96).
3. Attach a copy of the valid driver's license of the only person(s) driving the van. No one else is allowed to drive the van at any time. Submit a copy of your motor vehicle record (MVR). It must be on file for our records. **(There is a fee for running an MVR check) All drivers must have 3 years driving history.** Approved MVR's are good for one year from date of issue or as long as there is no change with the license status.
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: 48.5 cents (\$.485) a mile, no van rental fee.
 - b. For all other uses, e.g. departmental trips, etc: \$30 rental fee and \$.485 (48.5 cents) a mile.
- 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. Late Fees: A \$25 late fee may be charged if a van reservation is not cancelled 24 hours before reservation begins, or if the van is returned late.
 5. Consumption or transportation of alcohol or controlled substances is strictly forbidden.
 6. Capacity cannot exceed 7 people.
 7. The driver must obey all appropriate New York State vehicular and traffic laws, as well as any municipal and town laws.
 8. The vans are passenger vans only. They are not for personal use or moving freight.
 9. Keys and Checkout sheet are located at the Information Center in Wilson Commons. The checkout sheet must be completed before the van leaves campus. Keys and completed checkout sheet are returned to the Information Desk.
 10. Parking: The vans have reserved parking spaces next to Alumni Gym. Return the vans to the same spaces. If the spaces are illegally used, park the vans in zone north and inform the information Center attendant of the exact location.
 11. Maintenance and gas fill-ups are the responsibility of the Student Activities Office.
 12. I acknowledge that my student organization and I may be responsible for damages that result from my use of the van.

