SFASU Parking Golf Cart Reservation

PLEASE COMPLETE AND SIGN BOTH PAGES OF FORM

Requesting Department ___________________________ Phone #_____________________

Person Requesting _______________________________ E-Mail________________________

Purpose of Use______________________________________________________________

Please list the driver information below.

Driver 1 Name_________________________________ Phone #_______________________

E-mail_________________________________________ Driver Certification______________

Driver 2 Name_________________________________ Phone #_______________________

E-mail_________________________________________ Driver Certification______________

Driver 3 Name_________________________________ Phone #_______________________

E-mail_________________________________________ Driver Certification______________

If there is no Driver Certification refer to the University Police Department website at www.sfasu.edu/dps/defensive-driving.asp and fill out the Approved Driver Application and contact the Parking Department at 936-468-7275 or email sfaparking@sfasu.edu.

There are two eight seater carts available through the Parking Department at $25.00 per cart per day.

How many carts are needed? _______________________

Date of reservation ______________________________

Time of pickup and return _________________________

FOAP ________ - ________ - ________
Rules and Regulations for Cart Rental

A. Carts are only to be driven in approved areas. See attached map. Some areas are not golf cart accessible and carts are not to be driven in those areas.

B. Carts are not to be parked anywhere that interfere with the movement of vehicular, bicycle or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane or aisle.

C. Drivers must have a valid driver’s certification approved by the University Police Department and be at least 18 years of age with a valid driver’s license.

D. In case of inclement weather, it is at the discretion of the Parking Department to decide whether the cart is allowed to be rented. If the Parking Department decides to cancel the reservation the reserving department will not be charged.

E. If the cart is damaged in any way during the rental, it is the reserving department’s responsibility to report damages to the University Police Department and pay for damages and repairs.

F. Do not drive on curbs as this can cause damage to the rims and tires.

G. Remember these carts are long and require wider turns for clearance.

H. DO NOT leave the key in the cart at any time while unattended.

I. The Parking Department requires at least two hours prior to rental.

J. Cancellation Notice: If a reservation is canceled in less than 24 hours before a scheduled pick up time, the department will be charged a $10.00 fee. Notify the Parking Department immediately if cancelling a cart reservation. If a cart is reserved, but not picked up or cancelled, the charge is a full day at $25.00.

Rental Responsibility Acknowledgement

- I understand that my department will be responsible for any and all charges associated with this golf cart rental and I authorize the UPD/Parking Department to transfer all needed funds from the SFASU department account to cover estimated rental costs. The cost of the rental is $25.00 per cart per day. A $10.00 fee will be charged if a reservation is cancelled with less than 24 hours’ notice.
- I will make sure that all drivers are aware of the guidelines involved with vehicle use at SFASU and all drivers adhere to those guidelines for the duration of the rental.
- I verify that my department has sufficient funds to cover any and all charges associated with this rental.
- I understand that my department will be charged for any damage to the cart during the rental.

Authorized Signature ___________________________________________ Date _______________