SFASU Parking and Traffic Department

Golf Cart Reservation

PLEASE COMPLETE AND SIGN BOTH PAGES OF FORM

Requesting Department ____________________ Phone Number _________________

Person Requesting ____________________ E-mail ____________________

Purpose of Use __________________________________________________________________

Please list the drivers’ information below.

Driver 1
Name ____________________ Phone Number _________________
E-mail ____________________ Driver’s Certification □ Yes □ No

Driver 2
Name ____________________ Phone Number _________________
E-mail ____________________ Driver’s Certification □ Yes □ No

Driver 3
Name ____________________ Phone Number _________________
E-mail ____________________ Driver’s Certification □ Yes □ No

If above is checked No, please refer to the Department of Public Safety website at www.sfasu.edu/dps/defensive-driving.asp to fill out the Approved Driver Application and contact Tina Layton at 468-7275 or email sfaparking@sfasu.edu.

There are three carts available for rent through the Parking and Traffic Department; one cart that will seat six and two carts that will seat eight. The charge is $25.00 per cart per day.

How many carts would you like to reserve? __________

Date you are requesting for reservation? ____________________________

Time of pickup and estimated time of return? _______________________

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

A. Carts are only to be driven in approved areas. SEE ATTACHED MAP. Some areas are not golf cart accessible so please make sure to not drive in those unapproved 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 their Department and the Department of Public Safety. Drivers must be at least 18 years of age and have a valid driver’s license.

D. In case of inclement weather, it is up to the Parking and Traffic Department’s discretion to decide whether the cart will be allowed to be picked up for the reservation. If the Parking and Traffic Department decides to cancel the reservation the department reserving will not be charged for the reservation.

E. If any carts are wrecked, dented, or damaged in any way during the duration of the rental, it is the department’s responsibility to report those damages to the Department of Public Safety. The department reserving will then be charged for those damages and a possible suspension from rental rights may be issued.

F. Please do not drive onto any curbs. This can cause the rims to become dented and lose air in the tires.

G. Remember these carts require you to make a wider turn for clearance.

H. For last minute reservations, you must give the Parking and Traffic Department at least 2 hours to prepare the golf cart. If last minute reservations are cancelled, the department will be charged a $10 fee.

I. Cancellation Notice: If a reservation is canceled in less than 24 hours before scheduled pickup time, the department will be charged a $10 fee. Please notify Parking and Traffic immediately if cancelling the cart reservation. If a cart is reserved, but not used and not cancelled, the charge is $25 for a full day.

J. Do not leave the key in the cart at any time while unattended.

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 Department of Public Safety 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 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 will adhere by 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 done to any of the carts during the duration of the rental.

____________________________________________________
_____________________________________
Authorized Signature                      Date