

Student Council Van Rental Form

The Student Council Van is a 12-passenger van that may be rented for student use throughout the academic year. To reserve the van for your group, please complete the attached form and submit it to Student Leadership & Programming (SLP) no later than **10 BUSINESS DAYS** prior to your travel date. If you wish to reserve a van between Friday – Sunday, please notify Student Leadership & Programming as soon as possible.

Policies and Procedures

- The Student Council Van may only be used for club sponsored events.
- In addition to the Student Council Van Rental Form, an Event Registration form must also be submitted to SLP (when applicable).
- A Travel Information Form must also be completed, they are available at SLP.
- Overnight usage of the van needs direct approval of the Director of SLP.
- The driver of the Student Council van must be at least 21 years of age, hold a valid Driver's License, and complete a Defensive Driving course for certification. The driver's driving record will also be checked to ensure driver safety.
- Key sign in and sign out must be completed in the SLP office during office hours only, 9am-5pm Monday-Friday. Please plan accordingly.
- The driver must complete the Van Condition Card sheet before driving the van.
- One way travel may not exceed 250 miles.
- The driver is responsible for all toll fees encountered during travel.
- SLP must be informed whenever non-Clark people will be riding in the van.
- All passengers must wear seatbelts at all times when the vehicle is in motion.
- DO NOT REMOVE SEATS.
- No more than 12 people (including driver) are permitted to travel in the van.
- All people in the van are expected to abide by all local, state, and federal laws.
- If the driver is issued a violation ticket during their rental, he/she is responsible for payment. If the ticket is ignored and SLP is notified, the student club will be charged and the matter will be referred to the University Judicial System.
- The van must be returned to its reserved parking spot in the Athletic Van reserved spot of the Downing Street commuter lot garage entrance.
- The van must be returned fully re-fueled.
- SLP has the right to cancel any van rental at its discretion. In such circumstances, as much advance notice will be given to the group as possible.

Fees and Fines

- \$25 fee per day for student club van rental. Partial day use will be subject to a full day fee.
- \$50 fee per day for department van rental. Partial day use will be subject to a full day fee.
- \$5 fine per gallon of gas needed to refuel.
- \$20 fine: failure to lock van, incomplete forms, late reservations, or cancellations.
- \$50 fine: van cleaning.
- \$200 fine: late key return or lost keys.
- Violation of any policy may result in driver and/or student organization to loose rental privileges of the Student Council Van.

Student Council Van Rental Information

Name of Event: _____ Travel Destination: _____

Departure Date/Time: _____ Return Date/Time: _____

Total Travel Days: _____ Total Travel Miles: _____

Student Council Van Rental Driver Authorization

Please inform the Office of Student Leadership & Programming if you have more than one driver for your trip.

Organization Name: _____ Driver's Name: _____

Driver's Phone Number: _____ Driver's Email: _____

Driver's Date of Birth: _____

Has the driver completed the Clark University Defensive Driving Class? _____

Signatures

On behalf of the sponsoring organization, I confirm that I am aware of the University policies for on and off campus events as found in ***Synergy*** and ***Club and Organization Handbook*** and agree to abide by these policies. I agree to inform Student Leadership & Programming if this event is cancelled and recognize that failure to do so may result in costs to the organization.

I also assume responsibility for maintaining proper conduct of all occupants while operating the van.

Driver's Signature: _____ **Date:** _____

Club President's Signature: _____ **Date:** _____

Club Advisor's Signature: _____ **Date:** _____

Money Matters

The above sections on this page require an expense paid by the club. Your club's treasurer must sign with the club's fund number on the line below. The treasurer's signature authorizes SLP to coordinate the services requested above and charge your club's account for such services (when applicable).

Club Treasurer's Signature: _____ **Fund #:** _____

Key Return

Due to high use of the Student Council Van, it is essential that the keys be returned to the Office of Student Leadership & Programming **on-time**. Group(s) will be assessed a \$200 fine for late key return. It is agreed upon by the group and the Office of Student Leadership & Programming that the keys will be returned at the day, date, and time listed below:

Day, Date, & Time of Key Return: _____ **Driver's Signature:** _____

**Questions? Contact Bethany Williard in Student Leadership & Programming
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