



**VAN RESERVATION REQUEST**

*Provided by the SMU Students' Association*

Please submit this completed form to SAMSA (Hughes-Trigg Student Center Suite 300) at least 7 business days prior to requested date.

Chartered Organization/ SMU Department: \_\_\_\_\_

Requestor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

List Names of Drivers and SMU ID#:  
(If additional space required, attach the list)

\_\_\_\_\_  
\_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Departure Time from Campus: \_\_\_\_\_

Arrival Time on Campus: \_\_\_\_\_

How many vans do you need (circle one):            One            Two            Three

Anticipated total number of persons traveling in van(s): \_\_\_\_\_

Destination (include city and state): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

I understand and agree that:

- The requesting organization/department is responsible for using the van(s) under the Guidelines for Use of Students' Association Vans, and for payment of all fees.
- The organization/department listed above is responsible for payment of the insurance deductible if any damages to the van(s) occur while in my possession.
- Reservations may be cancelled at any time due to van mechanical failure. My group is responsible for finding alternative transportation at my own cost. The Students' Association is not responsible for any loss of money due to cancellation, and will not arrange or pay for alternative transportation.

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**Date**

## GUIDELINES FOR USE OF STUDENTS' ASSOCIATION VANS

### Reserving and Renting Students' Association Vans

- A. The Students' Association van(s) may be used by chartered student organizations or SMU departments for activities that involve SMU students who pay student activity fees.
- B. Persons requesting use of the van(s) must complete and return a Van Reservation Request and a Travel Registration Form which must be returned to SAMSA (Hughes-Trigg Suite 300) seven (7) working days prior to date of reservation.
- C. Vans may be reserved for a maximum of ten (10) consecutive days.
- D. A \$100 deposit per van must be made by personal check or cash.
- E. Van usage fees are as follows:
  - Organizations will be charged \$50 per van per 24-hour period.
  - Departments will be charged \$75 per van per 24-hour period.
- F. All fees/deposits must be paid at least 5 working days prior to the date of van use. If all fees are not paid within this time period, the van reservation may be cancelled.**
- G. Vans are picked up and dropped off at the F parking lot. A lot access card is provided on the key ring. Keys are picked up and dropped off in the SAMSA office.

### RULES FOR USE OF STUDENTS' ASSOCIATION VANS

- A. All drivers must be at least 19 years of age and hold a valid driver's license. All drivers will be required to have a copy of their valid driver's license on file with SAMSA. All drivers must pass the drivers safety test and will have an MVR (Moving Violation Record) check. Only the persons who have successfully completed this test and have clearance of the MVR (Moving Violation Record) will be allowed to operate the vans.
- B. No shoe polish or other decoration is to be used in or on the vans.
- C. User will be responsible for purchase of gasoline for van while in use and will return the van with a full tank. User will forfeit deposit if van is returned without a full tank of gas.
- D. Vans are to be returned clean. Please remove all trash and make sure that all compartments are empty and the floor is clean. User will forfeit deposit if vans are not returned properly cleaned.
- E. Vans are to be used only to transport people and the equipment needed for the purpose of approved SMU trips. Vans may not be used for hauling or towing and no seats may be removed.
- F. Users of the vans are to observe all federal, state, and local laws as well as University policies while in possession of the vans.

- G. Alcoholic beverages may not be transported or consumed in the van. Drivers are required to refrain from consumption of alcoholic beverages prior to and during the time they are operating the vehicle. If the vans are returned with any traces of alcoholic beverages or illicit drugs, user will forfeit deposit, will be referred for judicial action and will be permanently banned from use of the vans.
- H. Smoking is not allowed in the vans at any time.
- I. The driver and all passengers in the vans must wear seat belts. It is the responsibility of the driver to make sure that all passengers comply.
- J. Van users may not pick up hitchhikers or other passengers.
- K. Van users will be responsible for the return of the inspection form to SAMSA. Failure to return completed inspection form and to report any damage promptly will result in forfeiture of deposit and use of vans.
- L. Any organization/department found to have intentionally provided false information or to have used the vans for any purpose other than stated on the Van Reservation Request will be automatically suspended from the privilege of using the Students' Association vans for one full year from the date the vans was rented.
- M. Number of Drivers Required:
  - 1. Within a 50 mile one way radius of SMU 1 driver is required.
  - 2. Within 150 mile one way radius of SMU 2 drivers are required.
  - 3. For distances over a 150 mile one-way radius of SMU, 4 drivers are required.
- N. User will forfeit deposit if:
  - 1. User fails to report parking tickets and/or any traffic violations.
  - 2. Vehicle is returned late.
  - 3. Keys & completed inspection forms are not returned by 10 am the next business day following return.
  - 4. Keys are lost.
- O. In the event of an accident or damages to the vans, the organization/department is responsible for paying a \$1,000 insurance deductible.

<b>For Office Use Only</b>	
<input type="checkbox"/> Van Reservation Request complete	<input type="checkbox"/> Travel Registration Form complete
<input type="checkbox"/> Reservation Approved	<input type="checkbox"/> Copy of Valid Driver's License on File
<input type="checkbox"/> Driver(s) Approved	<input type="checkbox"/> Travel Waivers on File
<input type="checkbox"/> Deposit Paid	
<input type="checkbox"/> Use Fee Paid	<input type="checkbox"/> Deposit Forfeited