



Date: \_\_\_\_\_

Reservation #: \_\_\_\_\_

# of Carts: \_\_\_\_\_

### FLEET SERVICES

1781 E. Summit Street

Hours: 6:00 am – 2:30 pm

Office: 330-672-0818

4 Passenger Golf Cart Reservation Request

Email: fleetservices@kent.edu

Department Name: \_\_\_\_\_ Index #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

<u>Driver's Name</u>	<u>Driver's License #</u>	<u>Issued State</u>	<u>Motorized Cart Safety Training Completed</u>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

_____	Day(s) @ \$35 per day Weekend Rate @ \$105 Weekly Rate @ \$184.00	\$ _____	+	\$10.00 ea Drop Off Fee	\$ _____	+	\$10.00 ea Pick Up Fee	\$ _____	Grand Total	\$ _____
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Drop Off Location \_\_\_\_\_

Pick Up Location \_\_\_\_\_

**Vehicle Check Out (FS Initials : \_\_\_\_\_)**

Condition, Mileage & Fuel Level as shown below x \_\_\_\_\_

**Vehicle Check in (FS Initials : \_\_\_\_\_)**

Condition, Mileage & Fuel Level as shown below x \_\_\_\_\_

Date & Time Out: \_\_\_\_\_

Date & Time In: \_\_\_\_\_



Please make note of any damage inside vehicle:

Please make note of any damage inside vehicle:

Driver's Sign Out Signature

**Do Not  
Travel on  
Risman  
Plaza!**

Driver's Sign In Signature

Approved Department Head/Dean/VP

(Please Print)

Approved Department Head/Dean/VP

(Please Sign) **REQUIRED**

### **FLEET SERVICES RENTALS: PICKUP LOCATION & HOURS OF OPERATION**

Fleet Services is located at 1781 Summit Street in the University Facilities Management Building (between WKSU and Summit East Parking Lot). Please enter through the visitors' entrance and stop at the front desk. Tell the receptionist that you are here to pick up a rental at Fleet Services (For visitors entrance location please see map on last page).

Business hours are Monday through Friday 6:00AM to 2:30PM. Closed Saturday & Sunday. Your rental must be signed out between this time. If you request that Fleet Services deliver your rental to you there will be a \$10.00 charge.

### **FLEET SERVICES RENTALS: RETURN LOCATION**

All Fleet Services rentals MUST be returned to University Facilities Management, Fleet Services drop off area (for drop off area location please see map on last page). If you are returning during regular business hours, please let the receptionist know and an authorized Fleet Services employee will check in your rental. If you are returning after business hours, after hours drop off is available, please see the after-hours drop below. If you request that Fleet Services pickup your rental from you there will be a \$10.00 charge.

### **FLEET SERVICES RENTALS: AFTER HOURS DROP**

After hours drop is available during non-business hours and is located at the visitor's entrance in the University Facilities Management Building (Fleet Services key drop box is located just inside the visitor's entrance on the wall to the right). Please park your rental in the Fleet drop off area and a Fleet Services Employee will check the unit in the next business day. During this time your rental is still considered in the Departments possession. (**SEE**

**DAMAGE TO, LOSS OR THEFT OF, VEHICLE NOTES)**

### **FLEET SERVICES RENTAL: DAMAGE TO, LOSS OF OR THEFT OF, VEHICLE AND RELATED COSTS.**

Departments will be responsible for any and all damages that were not previously noted and confirmed. **If the vehicle cannot be returned and checked in during business hours, any damage to, loss of or theft of, vehicle occurring while still in department's possession will be solely the Department's responsibility. Note: The Vehicle is still in your possession until the unit is checked in by an Authorized Fleet Services Employee.**

### **WHAT DO I HAVE TO DO IF I AM INVOLVED IN AN ACCIDENT/INCIDENT**

If you are involved in an accident/incident that results in damage to a University vehicle, equipment and or property or in an accident/ incident with another vehicle, person or property while operating a University vehicle and or equipment on a University or public roadway you MUST:

- Notify the KSU Police department or the local law enforcement and file an accident/crash report
- Immediately notify your supervisor.
- Immediately contact Fleet Services so the vehicle can be photographed and inspected.
- Complete a Vehicle Accident/Incident Report and return it to Fleet Services within 24 hours.

### **ELIGIBILITY REQUIREMENTS:**

You must be a university employee (faculty or staff) or a student from a sanctioned Kent State University student organization. All drivers must possess a valid driver's license.

<b><u>FLEET SERVICES RENTAL CHARGES</u></b>				
<b><u>Vehicle Class</u></b>	<b><u>Description</u></b>	<b><u>Daily Rate</u></b>	<b><u>Weekly Rate</u></b> (7 Day Rental 25% Discount)	<b><u>Weekend Rate</u></b> (Friday-Sunday Rental 20% Discount)
4-Passenger EZ-GO Cart	2004 EZ-GO Electric Cart	\$35.00	\$184.00	\$105.00

Partial Weekend Rate (2 1/2 Day Rental) \$87.50

Late Return & No-Show Charges \$25

### **Mandatory Cart/Utility Vehicle Training:**

<https://flashtrain.kent.edu/>

## **FLEET SERVICES LOCATION MAP**



### **Operational Area Warning:**

***Golf Carts and Utility Vehicles are  
Never to be operated on Public  
Roadways or Risman Plaza!***