

GOLF CART(S) RESERVATION FORM

Please complete this form and send to Hope Maginley, hmaginley@fau.edu.

CONTACT INFORMATION	
Department:	
Contact Name:	
Contact Email:	
Contact Number:	
Driver Name(s):	
Dates Requested:	
Times Requested:	
Event Name:	
Purpose:	

GOLF CART REQUEST		
Check	Golf Cart	Use
	4 – Seater (T- #740)	<ul style="list-style-type: none"> • Campus Tours (i.e. on campus candidates, new faculty/staff and other) • Transport equipment/other • College Events
	6 – Seater Tan (T-#931)	<ul style="list-style-type: none"> • Campus Tours (i.e. on campus candidates, new faculty/staff and other) • Transport equipment/other • College Events
	6 – Seater Black (“College Limo” T-#1210) Dean/Development Use Only or Special Request (to be reviewed and approved)	<ul style="list-style-type: none"> • Special/Donor/VIP campus tours • Special/Donor/VIP visits

- Supervisors will shall assure that each employee within their department, who is authorized to operate golf carts/utility vehicles, is appropriately advised of all the requirements of the University Policy and has completed golf cart/utility vehicle training.
- All accidents involving golf carts/utility vehicles shall be reported immediately to Hope Maginley, hmaginley@fau.edu , in the Dean’s Office, and to Environmental Health & Safety, ehs@fau.edu, regardless of whether property damage or personal injury occurred. Police reports shall be filed as appropriate.
- **Drivers are required to have passengers use seatbelts while on the golf cart.**
- **Drivers are required to notify passengers when golf cart is ready to depart and when off boarding is safe.**
- *After use please be courteous to others and remove all trash from the golf cart.*
- *After use please make sure to return golf cart(s) to the parking garage by the CU building; they are parked and charged appropriately.*