

GOLF CART(S) RESERVATION FORM

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

CONTACT INFORMATION		
Department:		
Requester Name:		
Requester Email and 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

Requester affirms that all golf cart drivers are active university employees (including student drivers), have active driver’s license and have completed safety training; up-to-date certificate.

Requester affirm that passengers will be informed to use seat belts and to notify passengers when the cart moves.

Requester affirms that golf cart(s) will be returned to the parking garage by the CU building; they are parked and charged appropriately.

Print Name

Signature