Marquette University Club Sports
Department of Recreational Sports

Vehicle Rental Agreement

Part One: Certification

A. All drivers must have a valid, permanent state driver’s license (or other applicable jurisdictional license) and present a copy to be held on file.
B. All drivers must complete a Driver Authorization Application at least 7 business days prior to renting a Recreational Sports vehicle.
C. All drivers must complete all sections of the online driving certification course and bring a copy of their certificates as proof.
D. Insurance
   a. By signing this agreement, the club or organization will see to it that all drivers are insured.
   b. All insured drivers must be at least 18 years of age.

Part Two: Rates

A. The daily rate to rent a Recreational Sports vehicle is $50 per day.
B. Gasoline is the responsibly of the club renting the vehicle.

Part Three: Vehicle Return Expectations

A. Gasoline
   a. All vehicles will be returned with a full tank of fuel.
   b. If the fuel tank is not full upon the time of return, the tank will be filled and the respective club will be charged $7 a gallon.
B. Cleaning
   a. The interior and exterior of the vehicle should be consistent with the level of cleanliness at the time of rental.
   b. If the vehicle is not returned in a satisfactory condition as determined by the Club Sports Director and/or the vehicle coordinator, the club or organization will be charged a $25 cleaning fee.

Part Four: Tolls

A. An I-Pass will be available for check out from the Director of Club Sports, Scott Anderegg.
B. If the club or organization fails to check out an I-Pass, they are responsible for all tolls
C. Unpaid tolls will result in a loss of driving privileges for 2 academic years.
Part Five: Damages

A. In the result of damages, the driver of the vehicle will immediately report the damages to the Director of Club Sports as well as Marquette Public Safety.
B. Ultimately, the renting organization or club is responsible for paying the deductible should any damages occur during the rental period.

Part Six: Cancellation

A. In the case of a club or organization needing to cancel a vehicle rental, they must do so at least 5 days prior to the scheduled departure date.
B. If the club or organization fails to do this they will be charged with a $75 fee per vehicle.

Part Seven: Signatory Agreement

I, ________________________, hereby agree on behalf of myself and my organization that I have read and understood the Vehicle Rental Agreement, and I agree to abide by the policies outlined.

__________________________ Name

__________________________ Club/Organization

__________________________ Signature
Marquette University Club Sports
Department of Recreational Sports

Vehicle Rental Checkout Form

Travel Location: ________________ Rental Date(s): ________________ Van #: ___

Club/Organization: ________________ Odometer In: _____ Odometer Out: ______

Driver Name(s): __________________________
__________________________
__________________________
__________________________
__________________________

The above drivers agree to the following Marquette University Recreational Sports driving policies:

1. All drivers have read and signed the Vehicle Rental Agreement. ONLY THESE DRIVERS MAY OPERATE THE RENTED VEHICLE.

2. All drivers agree to consider the hazards inherent in driving through urban and/or rural areas, adjust to changing weather conditions, and use common sense to maintain the safety of all passengers as well as themselves.

3. All drivers will report all accidents, malfunctions, or damages to Scott Anderegg, and fill out an accident report form within 24 hours.

4. Seatbelts must be worn at all times by all passengers and drivers.

5. The consumption or transportation of any alcoholic beverages, narcotics, or any other illegal substance is strictly forbidden.

6. Any and all parking tickets or other traffic violations are the responsibility of the driver and shall be resolved immediately.

7. Clubs may only rent vehicles 9 passenger or smaller.

8. In the case of an accident, all drivers must check for injuries among the passengers and themselves and obtain necessary medical treatment (first aid and safety kits are available in the trunk of all vehicles).

Driver Signature(s): __________________________
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__________________________
__________________________
__________________________
