

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 responsibility 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

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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 I the trunk of all vehicles).

Driver Signature (s): _____

