COLLEGE of CENTRAL FLORIDA
–an equal opportunity college–

OFFICE OF STUDENT LIFE
VEHICLE RESERVATION

See procedure SA-SL7 for guidelines to complete this form. This form must be received in the Office of Student Life no less than 10 business days before the day of departure to ensure vehicle availability.

Date of request:	
Club/organization:	
Advisor:	
No. of passengers traveling:	
Driver:	
Dates of travel:	
Destination:	
Purpose of trip:	
Requested by:	
Budget number:	
Date and time of key pick up:	

☐ **Approved** ☐ **Denied**

Office of Student Life Signature _____ Date: MM/DD/YY _____

Check Out (to be signed the day of vehicle pick up)

Use of the vehicles is a privilege, not a right. Rules and regulations must be followed at all times or one may forfeit the ability of the club/organization to use the vehicles in the future. Any damages caused by the driver or students will result in the club/organization covering such damages or repairs.

I have read the procedure regarding the vehicles and agree to follow all guidelines.

Signature of Driver _____ Date: MM/DD/YY _____

Driver Contact Telephone Number _____

For Office Use Only

Mileage

Beginning: _____ Ending: _____ Total: _____

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