

CANR VAN RENTAL AGREEMENT

Please complete a separate agreement form (per/vehicle) for each van rental request

Date(s), Time(s) & Destination(s) of trip: _____

Responsible Individual/Driver: _____
(**Must** be a state employee)

Dept. responsible for rental fees: _____

Purpose of rental: _____
(class field trip, participation in event, etc.)

Please fill out the "Application for Approval of Student Field Trip" form below when planning a class field trip, and include the names of all participants (this is a University Policy). A signed and coded Transfer Voucher must be provided prior to or at the time that you pick up the van keys. If a change of plans results in the van not being needed, please cancel your reservation in writing (e-mail to sandra.berube@uconn.edu) at least one day in advance; failure to do so will result in your department being charged for the reservation period. Please read all of the information in the "CANR Van Rental Guidelines" *before* signing this agreement. If a van is returned in unsatisfactory condition and/or with less than 1/2 tank of gas, your department will be charged an additional \$25 fee.

I have read the "CANR Van Rental Guidelines" and the above. I agree to all terms.

(Date)

(Signature)

APPLICATION FOR APPROVAL OF FIELD TRIP

Department: _____

Date: _____

Course Name, Number: _____

Instructor: _____

Bus, State Car or State Van, Personal Car: _____

Destination: _____

Mileage Round Trip: _____

Time of Departure: _____

Time of Return: _____

Purpose of Trip: _____

List of Students and Driver(s) or Car(s)
(Please Use Back Side if More Space is Needed)

(Department Head Signature)