

## CANR VAN RENTAL AGREEMENT

\_\_\_\_\_ Requesting one 7-passenger van      \_\_\_\_\_ Requesting two 7-passenger vans

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ & Destination(s) of trip \_\_\_\_\_

Responsible Individual/Driver: \_\_\_\_\_  
(Must be a state employee)

Dept. to be charged: \_\_\_\_\_

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

FRS# and subcode \_\_\_\_\_ Dept. Head Approval Signature \_\_\_\_\_

- Please fill out the “Application for Approval of Student Field Trip” form below as it is a requirement by the University when planning a class field trip.
- Be sure to include the first and last names of all passengers.
- Before renting the CANR Van(s) you must provide an FRS# and subcode along with Department Head Approval/Signatory Approval. (This must be done prior to the time that you pick up the van keys.)
- If a change in plans results and the van is no longer needed, please cancel your reservation in writing (e-mail to kathleen.wells@uconn.edu) at least one day in advance if possible; failure to cancel prior to your reservation date(s) will result in your department being charged the full amount for the rental period.
- Please read all information in the “CANR/RHSA Van Rental Guidelines” *before* signing this agreement.
- If the van is returned in unsatisfactory condition, late, and/or with less than ½ 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: \_\_\_\_\_

Please list Students and Driver(s)/Car(s) on the backside of this form.

\_\_\_\_\_  
(Department Head Signature)