

# CAR RENTALS

Student Development & Activities

FACT FILES 2000-2001

## POLICIES AND CONDITIONS FOR USE/OF COLUMBIA UNIVERSITY ACCOUNT WITH CAR RENTAL COMPANY

Through Student Development & Activities (SDA), members of SDA-recognized organizations are permitted to use the Student Development & Activities account with car rental companies for organizational business travel.

*Car rentals require: ABC Event Approval approved by your treasurer and the ABC (ABC organizations only), an E-form signed by your treasurer and adviser, a Car Rental Request form to be completed by each driver to be registered at the Rental Agency, and a copy of your driver's license and CUID. At least twenty-one (21) years of age, drivers must be Columbia University students who hold a valid driver's license, and meet all rental agency requirements. Reservations will be placed by your adviser. They will issue a rental voucher to the student(s) who will pick up the car. Any changes—including the passenger list—must be submitted to your SDA adviser.*

## TERMS OF RENTAL

I will present the authorization form, valid CUID, and driver's license at the Rental Agency where a review of my driver's record and status of my driver's license may be conducted. At that time, I may be rejected upon grounds including (but not limited to) expired licenses or problematic records. I understand that the Rental Agency will not permit substitute drivers and that all vehicle operators must be present at the Rental Agency at the time of rental. (Columbia covers other insurance for travel on University business that includes any travel approved for organization business). *I understand that I will not be insured for unauthorized use of rental vehicles—including personal use.*

I will abide by all State and Federal laws as well as University and Rental Agency Policies, and I will represent the University in an appropriate manner. I understand that I will be held accountable for any unauthorized use of the vehicle, charges (rental, tickets, or otherwise) not authorized by my adviser. My registration, and transcript access, and/or graduation may be blocked for any outstanding unauthorized costs resulting from this car rental. Violating these terms may result in disciplinary action.



## CAR RENTAL REQUEST

(This form must be signed by the student(s) who will rent and drive the rental vehicle.)

### Primary Driver's Info

Name: \_\_\_\_\_ CUID#: \_\_\_\_\_ Date: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ ABC Event Approval #: \_\_\_\_\_ E-form #: \_\_\_\_\_

License Info: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Account Name: \_\_\_\_\_

Rental Location: 963 Columbus Ave. (between 107 & 108 St.) Will vehicle be returned to pick-up location? \_\_\_\_\_

Pick-up Date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Vehicle Type: 15 passenger van \_\_\_\_\_ Mini-van \_\_\_\_\_ Full-size \_\_\_\_\_ Intermediate \_\_\_\_\_ Small (4 or 2 door) \_\_\_\_\_

Destination/travel itinerary: \_\_\_\_\_

Where can you be contacted while there? \_\_\_\_\_

Other persons traveling in vehicle: \_\_\_\_\_

\_\_\_\_\_

### Additional Drivers Info

Name (primary driver): \_\_\_\_\_ CUID#: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ ABC Event Approval #: \_\_\_\_\_ E-form #: \_\_\_\_\_

License Info: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*I have read and agreed to terms, policies and conditions of rental:*

Additional Driver's Signature: \_\_\_\_\_ Verified: CUID \_\_\_\_\_ License \_\_\_\_\_

Primary Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL DRIVERS MUST READ TERMS, POLICIES AND CONDITIONS OF RENTAL**