



Utility Golf Cart Request Form

Please review the Utility Golf Cart Policy which can be found at https://www.etsu.edu/facilities/documents/policies/policy-400.1.pdf for requirements regarding operation and safe use of UGC's.

Reservation Request:

Driver's Name: \_\_\_\_\_ Email: \_\_\_\_\_
Department: \_\_\_\_\_ Purpose of \_\_\_\_\_
Vehicle Pick Up Date: \_\_\_\_\_ Date: \_\_\_\_\_
Pick Up Time: \_\_\_\_\_ Return Date \_\_\_\_\_
Time: \_\_\_\_\_

- Form requires three (3) signatures.
You may fax this completed form to 439-7670, mail to P.O. Box 70653, or scan & email to eslinger@etsu.edu.
An e-mail will be sent to the ETSU global address of the driver to confirm the vehicle reservation. If you do not receive a confirmation email, please contact Meghan Eslinger at 439-7788 to verify they have received your request.
The Office of Facilities Management is open Monday thru Friday from 8:00 AM to 4:30 PM. Direct line is 423-439-7788.
Damage Fee - If the UGC is returned with damage, the department who reserved the vehicle will be responsible for the cost of all repairs. I have read and will abide by the requirements contained in the UGC Policy.

Driver \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approval by Department Head/Chair \_\_\_\_\_ Date \_\_\_\_\_

Facilities Management Review

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_