Sports Camps Van Rental Contract Agreement

To accommodate those summer camps using William and Mary facilities off the central campus, departmental vans will be made available for rent per the following guidelines.

- Vans are to be used only for transport to William and Mary facilities off the central campus- Plumeri Park, the Dillard Complex, the Kiwanis Park tennis courts (behind the Dillard complex), the McCormack-Nagelsen Tennis Center, the William and Mary golf facility - and not for Barksdale Field or other areas within walking distance.
- Vans are rented on an as-available basis only, with department use taking priority. Camps will be limited to four (4) vans per camp, based on availability and personnel. All camp requests need to be approved by the Facilities and Operations office.
- Each van must be thoroughly inspected using the check-out form provided by W&M Athletics. Any damage or potentially defective equipment must be noted on the form before leaving with the vehicle.
- If any part of the vehicle is deemed inoperable or unsafe during the check-out inspection, W&M Athletics reserves the right to cancel the reservation so that any needed repairs may be made. W&M Athletics will do everything possible to replace the van with a different one should the assigned van be deemed inoperable or unsafe.
- The renter agrees to pay for any damage to the van that is incurred during the rental period. W&M Athletics does not accept after-market parts used in repairs. All repair parts must be original manufacturer parts.
- The renter is responsible for returning the van in the same condition and cleanliness it was upon commencement of the rental contract. An additional $25.00 cleaning charge will be added to the final bill if the van is returned with trash or excessive dirt/grass in it.
- The van must be returned with a full tank of gas or your department will be charged at a rate of $4.00/gallon. Fill with Regular Unleaded Fuel ONLY.
- There is ABSOLUTELY NO SMOKING OR ALCOHOL allowed in the van. Please do not eat in the vans.
- Cell phones, radios, and texting devices may not be used by drivers while operating the vehicle.
- Drivers must NOT exceed the posted speed limit.
- Maximum van capacity is 12 individuals (11 passengers plus the driver).
- Every passenger must have his/her own seat with a seatbelt (no sitting on the floor), and every passenger must have his/her seatbelt securely fastened before the driver moves the vehicle.
- Van mileage is not to exceed 40 miles per day. In addition, all drivers must be Athletic Department staff or qualified employees of the Commonwealth.
- Every driver MUST be certified to drive a College vehicle through the W&M Police Department, and all drivers and passengers MUST adhere to the College’s Vehicle Use Policy. Failure to comply with these rules and regulations could result in suspension from using College vehicles and/or serious injury.
- A Driver Authorization Form must be filled out by each driver prior to operating the van.
- Coaches/Camp Directors will be responsible for obtaining their own auto insurance. As independent contracts of the College, camp coaches will NOT be covered under the College’s insurance policy. Coaches/Camp Directors will need to notify their insurance companies to alert them of any driving activity.
- Rent for each van is $100.00/week plus a $0.50 per mile charge for each mile driven.
Appendix 14-V

William and Mary Athletics
Sports Camps Van Request Form

The College of William and Mary’s Vehicle Use Policy lists the guidelines for use of university owned, personal and rented vehicles. This policy applies to the College of William and Mary and the Virginia Institute of Marine Science. It applies to all university departments, schools, programs, and offices and to all employees, students, and volunteers of the university.

The policy can be reviewed on the College’s Risk Management web site under ‘Vehicle Use Policy’ at www.wm.edu/about/administration/senioradmin/adminoffice/riskmanagement/vehiclepolicy/.

Please complete the table below with your requested dates, number of vans and destination.

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th># Vans</th>
<th>Destination</th>
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<tbody>
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</tbody>
</table>

The intended driver(s) must initial below

____ I have been certified by the College of William and Mary to operate a 12-passenger vehicle and agree to abide by the College’s Vehicle Use Policy.

____ I have a valid driver’s license.

____ I have submitted a Faculty/Staff Driver Authorization Form to the College.

____ I have notified my auto insurance provider of my (or my camp coaches) activity, and I am covered under that policy. I am aware that I and my other camp coaches are NOT covered under the College’s insurance policy.

Camp Name ___________________________ Driver Name(s) ___________________________

Camp Director Signature ___________________________ Date ___________________________
Van Rental Contract Details

Date(s) of Rental:
From: ________________________
To: ________________________

# Vans: ______
Vehicle Description (van #1): ________________________  License Plate: ______
Vehicle Description (van #2): ________________________  License Plate: ______
Vehicle Description (van #3): ________________________  License Plate: ______

I have read and understood the policies and procedures for the use of the William and Mary Athletic Department vans. By signing this van rental contract, I/we agree to follow the guidelines (listed above) set forth by the Athletic Department. I/We further agree to pay, in full, the agreed upon price for rental of the vans.

_____________________________________ _______________    _____________________
Renter’s Signature      Date       Phone

_____________________________________ _________________________________________
Renter’s Name (print)      Department

_____________________________________ _______________
Athletic Facilities/Operations Approval (signature)   Date

_____________________________________ _________________________________________
Athletic Facilities/Operations Approver Name (print)   Title