Golf Cart Procedures

By requesting the use of a College-owned golf cart, the undersigned agrees to abide by the PTV Policy currently in effect, as well as the following:

1. Carts must not be left unmanned with the key left in the ignition.
2. Carts are reserved on a first-come, first served basis.
3. Carts are to be reserved a minimum of 24 hours in advance of the required use. (submission of this form via scan to chutchin@ega.edu)
4. Requester (or designee) is responsible for picking up the cart at the Plant Operations building and returning it during normal working hours (Monday – Friday 8 am until 5 pm). For use at times not during normal working hours call to discuss logistics with Christi Hutchings (62095).
5. Requestor is responsible for leaving the carts clean and if damages have occurred while in their possession, to report the damages via an incident report with EGSC Police Department.

Date: __________________ Department: _______________________

Requester: __________________________ Pick up Time: ________________
Signature

Drop off Time: ________________