

Reservations

- Any department, staff or chartered SGA organization has access to use the Student Government LSVs with advance reservations.
- Reservations will be determined on a first come first served basis.
- There is no opening dare for LSV reservations. They can be made all year.
- Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

Point of Contact

- When making a LSV reservation, departments and organizations must specify a contact person with cell phone number and billing contact person. The same person may be listed as both if applicable.
- Please contact x64540 or email sga@rowan.edu for all reservation inquiries, questions or concerns.
- The SGA Financial Assistant Dawn Trout may be contacted with any billing related questions at x64544 or troutd@rowan.edu
- If any issue occurs, the department or organization can schedule a meeting with the Office Administrator, Financial Assistant, and available SGA Executive board members to file a grievance.

Passenger information

- Anyone under the age of 18 must have their parent/guardian present.
- A University employee representing the organization/department must always be in the LSV with passengers.

Cancellations

- Cancellation notification must be given 72 hours before the reservation time. A \$10 fee for the LSV will be assessed for a late or no notification. All cancellations must be submitted to SGA at 856-256-4540 or sga@rowan.edu
- Due to a limited number of LSVs available for reservation, repeated cancellations by a department or organization may be cause to deny future reservation requests.
- In case of inclement weather, SGA has the authority to cancel the reservation. The department/organization will not be liable, but it will also not be compensated. There will be no cancellation fee due to weather conditions.

Conduct

- All drivers must review and obey the Rowan University Golf Cart and LSV Safety Operation Policy <https://confluence.rowan.edu/display/POLICY/Golf+Cart+and+LSV+Policy>
- Rowan University students will be held accountable to the Student Code of Conduct. The reserving department/organization may be fined and/or lose reservation privileges.
- **Only the driver listed on the LSV Authorization Form is permitted to operate the vehicle!** You must list all anticipated drivers on the form. The driver(s) listed on the form will be held accountable for all conduct or damages during the rental period.
- The LSV must be returned in the same condition as it was when it was picked up. The LSV should not have trash in it or be left dirty if so the department/organization will pay a \$10 cleaning fee.
- A \$10 fine will be applied if the charger cords are not capped and placed on or by the charging rack.
- Any alterations to the inside or outside of the cart are strictly prohibited. Photos will be taken to document any alterations. If the LSV is altered there will be a \$15 fine as well as any other service fees/ costs that come from restoring it back to the original condition.

Billing

Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

LSV Rental Terms and Conditions

- The driver of the LSV must be a Rowan University employee (includes student workers) who is over 21 years of age.
- The LSV keys must be picked up and dropped off at the SGA suite room 220 in the Chamberlain Student Center, Monday through Friday between 9 am and 4 pm. Other arrangements can be made in advance by contacting SGA Office Administrator x64540 or sga@rowan.edu
- LSV pick up/drop off is located in Lot J behind Discovery Hall. The LSV should be charged after each use. Please make sure no cords are left on the ground and all charging ports are closed.
- When a LSV is reserved for more than one day it must be picked up on the first day of the reservation unless arrangements are made with SGA prior.
- Smoking is prohibited in the LSV.

Rates

LSV	Daily Rate
4 seats w/doors	\$25
6 seats	\$35