



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

Shuttle Special Events Policy and Reservation Form Robert W. Woodruff Library

The Robert W. Woodruff Library, in conjunction with our transportation provider, First Transit, will provide special event reservations and usage of shuttles for the Atlanta University Center or The Robert W. Woodruff Library sanctioned activities.

Requirements

1. Organizations, groups, or individuals must be officially recognized and sanctioned by one of the Atlanta University Center member institutions, or The Robert W. Woodruff Library.
2. Faculty and Staff may reserve shuttles for departmental or organizational activities.
3. Students, through administrators, faculty advisors, or other university sanctioned coordinators, may request shuttle service for academically related activities. Student social activities may be considered provided these activities are Atlanta University Center member institutional sanctioned events.

Policies

1. There are no guarantees of shuttle availability for any request. Each request is evaluated individually, and will be granted only after confirmation from The Robert W. Woodruff Library Administration.
2. All requests for shuttle service must be made a minimum of 10 (ten) business days in advance of the service date needed.
3. Library Administration reserves the right to deny any group or organization special event shuttle service if they feel that it is not in the best interest of The Robert W. Woodruff Library to provide transportation to an event.
4. The shuttles can seat up to twenty (20) passengers. No more than twenty (20) passengers will be permitted on any shuttle and all passengers must stay seated at all times.
5. Transportation service is limited to a 90 mile radius of The Robert W. Woodruff Library. No overnight service will be allowed.
6. All passengers must be over the age of eighteen (18). Any request for exceptions to this rule, such as matriculated students of one of the Atlanta University Center member colleges, must be included with the shuttle request.
7. A \$500.00 Security and Cleaning deposit will be collected, per shuttle, for each special event. Deposits must be made using a credit card on which a deposit hold will remain until all costs are paid for each shuttle, including, but not limited to, additional charges for the special event lasting longer than anticipated, damage that may have occurred to the shuttle, or necessary cleaning of the shuttle.
8. No alcohol will be permitted on any shuttle. Intoxicated and/or disruptive passengers will be denied permission to ride any shuttle.
9. The shuttle must be kept clean and free of garbage or debris. No food, drink, or smoking is permitted on the shuttle.
10. The hourly rate for Special Events Shuttle Bus Rental is \$90.00 per hour per shuttle with a four (4) hour minimum. Payment will be due prior to the start of the engagement and can be made using a credit card, a money order, or a cashier's check. All additional costs, such as the special event lasting longer than anticipated, damage to the shuttle, or additional cleaning of the shuttle, will be due at the time the event is completed. Otherwise, the additional costs will be taken from the Security and Cleaning deposit. If the additional costs are more than the deposit, you will be invoiced for the difference.

11. Any passenger behaving in a rowdy, disruptive, or otherwise unsafe manner may be removed from the vehicle at any time at the driver's discretion. Situations that cannot be resolved regarding unruly passengers may result in the cancellation of the shuttle service. No refunds will be provided.

Disclaimer of Liability

Neither First Transit nor The Robert W. Woodruff Library is liable for personal items brought on the shuttle. This means that neither First Transit nor The Robert W. Woodruff Library is responsible for any lost, stolen, or damaged property of any kind. You will be responsible for, and assume all liability for, any injuries to the passengers or any other person in connection with your use of the shuttles as well as any and all loss or damage to property in connection with same. You agree to indemnify, defend and hold harmless from any losses, claims, damages, expenses (including reasonable attorney's fees and legal costs), arising out of or in connection with the use of the vehicle or any breach by you of any warranty, representation or agreement made by you herein. You will promptly reimburse First Transit or The Robert W. Woodruff Library of the Atlanta University, Inc. on demand for any payment made at any time after the date your reservation is confirmed in respect to any liability or claim for which either is entitled to be indemnified hereunder. You also agree to pay for any damage to the shuttles arising out of, or in any way connected with you or your authorized parties, regardless of whether such damages are based on contract, strict liability, tort, or other theories of liability.

How To Make A Shuttle Request:

- (A) Log on to the Atlanta University Center website (www.auctr.edu). Choose Services and then choose Shuttle Services. You'll see a link to Shuttle Reservation Request.
- (B) Fill out the form in its entirety, answering all questions.
- (C) You will receive a confirmation or rejection of your request within 48 hours of submission. If you do not receive this confirmation, contact Diane Wilkins at 404.978.2108 or shuttle@auctr.edu.
- (D) REMEMBER! It is the requestor's responsibility to ensure confirmation of shuttle request is received. The Robert W. Woodruff Library bears no responsibility for any shuttle service that is not confirmed, in writing, for any reason whatsoever.

Shuttle Service Request Form

Name: _____

Title: _____

Organization/Department: _____

Mailing Address
(For Invoice): _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Cell: _____

Email: _____

Date of Service Requested	Pick Up Time	Drop Off Time	# of Buses Requested

Pick Up Location: _____

List All Stops:
(Include business or location name and physical address)

Return Location: _____

What is the purpose of this event?

DEPOSIT = \$500

Name on Credit Card

Credit Card Type

Credit Card Number

Expiration Date

By signing this form, you agree to allow the Library to charge card stated above. Also, the requestor agrees to all policies and requirements as stated by the Robert W. Woodruff Library for Special Events Shuttle Service.

Signature

Print Name

Date