

This form is to be used for reserving university vans. Requests from student clubs and organizations must be made through the Student Affairs Office. If the request is for a **nonacademic** trip, vans will be issued if available. Requests cannot be made more than 30 days in advance of the departure date. All vehicles must be clean and fully fueled upon return. The requesting department will be charged for all fuel and necessary cleaning fees. Keys and paperwork are to be returned to Facilities Operations in Building 540MIL. If after-hours, please drop keys off in dropbox. Please call 321-674-8796 with any questions.

GENERAL INFORMATION

