

CITY OF ALBION RECREATION DEPARTMENT

VAN RENTAL GUIDELINES

(Effective 07-07-2015)

1. City of Albion activities/use will take precedence over outside rental requests.
2. Vehicle rental and use is restricted to City of Albion sponsored/supported events and activities and other non-profit organizations with approval of the City Manager or another designated Staff.
3. Drivers must possess a valid Michigan Chauffeurs Driver's License; be at least 21 years of age and be certified as an authorized driver.
4. Individuals with a poor driving record, as determined by the City manager or other designed staff, will not be permitted to operate a City of Albion vehicle.
5. Drivers are representing the City of Albion by driving the City owned vehicle and are required to display proper decorum at all times.
6. Van rental fees are \$3.00 per hour to a maximum of \$25.00 per day for a non-profit organization; \$50.00 per day for a for-profit organization; plus .14 cent per traveled mile for non-profits organizations; .57 cents per traveled mile for for-profit organizations.
7. Renters of City of Albion vans are expected to replace all gas used. Vans are to be returned with the same gas gauge reading as when the van was issued.
8. Individuals and Organizations who rent City of Albion vans will be required to make a \$25.00 deposit prior to receipt of the keys. The deposit will be returned to the renter after the vehicle has been inspected by City Staff and found to be in satisfactory condition (the same as when issued). If the van is found to be in unsatisfactory condition the \$25.00 deposit will be used to bring the vehicle back to the condition it was issued to the renter. Organizations who use the vans on numerous dates may choose to make a one-time deposit which will forward ahead (provided the van is in satisfactory condition) until the end date of the activity/event. However in the event that the van is found to be in a unsatisfactory condition (dirty interior, gas not replaced to level issued) the \$25.00 deposit will be used to bring the van back to a satisfactory condition and the renter will be required to make another \$25.00 deposit before they can use the van again.
9. City Vehicles will be picked up and returned to City Hall. Keys are to be placed in the Drop Box in front of City Hall, if the van is returned after 5:00 PM Monday through Friday and on weekends.
10. Individuals and Organizations renting City of Albion vans must complete a Vehicle Inspection Checklist with City Staff prior to receiving the keys to the van. Upon your return of the van the van will be inspected by City Staff and the renter will be held responsible for any discrepancies and damages.
11. Any traffic violation issued to a driver while using a van will become the responsibility of the renter and will be taken into consideration for future van use up to prohibiting any further rental van.
12. No more than 14 passengers are allowed in the van. All occupants must use seat belts when riding in the van.
13. In case of any incidents or emergencies immediately contact the City at 517-629-5535.

