



SHUTTLE SERVICE REQUEST FORM

Instructions: All requests need to complete parts A, B and E. If this submission is to request an extension of hours of the normal shuttle, complete part C; if it is for dedicated services between the two campuses, complete part D. An agreement will be emailed within five (5) business days indicating the cost. **This form should be submitted at least three (3) weeks before the date service is need.**

(A) Event Information

Event Name

Event Start Date (mm/dd/yyyy):

(B) Requesting Organization

Contact:

Phone:

Email:

Banner org/account number to charge:

(C) Extension – Unless specified only one bus will remain in service after the normal end time. Charges are calculated starting from the end of the normal shuttle service to ½ hour past the Last Pickup Time indicated.

Time of Last Pickup

Which Campus?

Midtown

Westside

Comments

(D) Dedicated Service – If multiple concurrent days are requested and/or multiple buses enter that information in the comments section. The shuttle will stop only at the Midtown Student Center and the Westside Campus Center. Any additional stops need to be noted in comments. Charges are calculated from the start time to ½ hour past the Last Pickup Time indicated.

Start Time

Which Campus?

Midtown

Westside

End Time

Which Campus?

Midtown

Westside

Comments

(E) Required Signature

Signature

Date