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**TERMS & AGREEMENTS**

1) We reserve the right to recall the 4-Runner within 24 hours.

2) Gasoline is the responsibility of the user; the 4-Runner must be returned full. No exceptions.

3) A daily rate of $40.00 will be billed to the 4-Runner user, regardless of mileage incurred. Should the 4-Runner be held overnight without prior arrangements, or not returned within 2 hours of scheduled return time, an additional fee of $30.00 per day will be charged to the user.

4) The 4-Runner will be returned clean as specified by cleaning checklist (attached). If the 4-Runner is returned dirty, a $50.00 cleaning fee will be charged. Excessive cleaning will be charged $100.00.

5) An invoice for 4-Runner usage will be sent out at the end of each month, to be paid within 30 days.

6) Unless requested overnight, the 4-Runner must be returned to the dormitory parking lot and keys returned to staff. No keys are to be held overnight, unless prior arrangements have been made and approved.

7) All drivers must be familiar with proper use and operation of the 4-Runner, including 4-wheel drive, and be aware of limitations of the vehicle. If unsure about use, PLEASE ASK STAFF!

8) Charges for damage to vehicle are the responsibility of the user.

9) University employees, staff and students are authorized drivers and riders unless otherwise authorized by the Program Director. At no time shall unauthorized drivers or riders be permitted in University vehicles.

10) The signee has all written permits deemed necessary on hand to enter location/site visited.

11) To prevent the spread of invasive species and harmful pathogens, particularly Ohia Wilt (*Ceratocystis fimbriata*), signee agrees to:

a. Hose down wheel wells, bumpers, grill, fenders, undercarriage, and side panels behind wheels of vehicle after use.

b. Visually inspect the interior of vehicle for any debris, mud, plant material, or arthropods.

 C. Clean any tools used with Lysol or a 70% rubbing alcohol solution between sites.

d. Shoes, clothing, and backpacks should be clean.

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| I, |  | , agree to the conditions of this contract. |
|  | **(PRINT NAME)** |  |
| **SIGNATURE** | **DATE** |

