



828 West Peachtree Street, 1st Floor
Atlanta, Georgia 30332-0441

For the GT Campus Community

Stinger and Trolley Rental Request Form

The information below is to be completed by the requesting department:

Department Information:

Today's Date: _____

Department Name: _____

Department Address:

Departmental PeopleSoft Number and Document I.D. Number to be Charged:

Requesting Staff/Faculty Member: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Event Contact Name: _____

Cell Phone Number: _____

Trip Information:

Trip Date(s): _____

Number of Buses Requested: _____

Pick Up Point: _____

Pick Up Time: _____

Destination: _____

Drop Off Point: _____

Estimated Time of Service Completion: _____

Special Instructions:

Trip Purpose: Educational / Recreational / Other: _____

Signature of Requestor:

Trips for recreational purposes may require additional signatures and agreements.

Alcoholic beverages are not permitted on Institute vehicles.

Rentals will be approved based upon vehicle and/or driver availability. Directions to off-campus locations must be proved by the chartering party.

Weekend rentals incur the total number of hours of service from beginning of service until the unit is no longer required.

Cancellations, changes, additions require, in advance of the date of service, a 72-hour advance written notice.

Print and fax this completed form to 404-385-3246 or mail to Parking & Transportation Dept., MC0441, Attn: Debraca "Dee" Shelton.

Thank you for choosing Georgia Tech's Department of Parking & Transportation!