



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

For non-GT Campus Community Clients

Stinger and Trolley Rental Request Form
The information below is to be completed by the client:

Individual or Group Information:

Today's Date: _____

Individual or Group Name: _____

Address: _____

Phone Number: _____ Fax Number _____

Email Address: _____

Event Contact Person: _____

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:

Preferred method of payment (Do Not Include Charge Card # here): _____

Once approval is decided payment for the minimum amount is due no later than 3 days prior to the date of the event. Accepted forms of payment are VISA, MASTERCARD, AMEX, Check, Cash, & Money Order. Checks should be made payable to **Georgia Institute of Technology, and mailed to 828 West Peachtree Street, NW, Atlanta Georgia 30332-0441**. For all credit card payments, additional information will be requested once approval is made.

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., 828 West Peachtree Street NW, Atlanta, Georgia, 30332-0441, Attn: Debraca "Dee" Shelton.

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