

SMTD Mini-Van Policies

RESERVATIONS

Reservations can be made through Jonathan Mashburn, *Ensembles Daily Operations*.

smt-dailyoperations@umich.edu

The vehicle is utilized by many different staff, faculty and departments and is solely available on a first-come, first-served basis.

- We advise requesting a reservation at least 1 week prior to your intended use.
- Due to high demand, the vehicle can be reserved for no more than 24 hours at a time and is designed for use in and around the immediate Ann Arbor area.
- For long distance travel, please contact the UM Fleet Services office to rent a similar vehicle.

GENERAL

The Dodge Stow&Go Minivan seats 7 adults and can easily fold to accommodate larger instruments for percussion, harps and keyboards. It is equipped with a University of Michigan Business Vehicle Pass and is accepted in any **Blue Pass** parking lot.

- It is **not** equipped as a Service Vehicle and will be ticketed if parked incorrectly.
- You are responsible for any Moving or Parking Violations incurred during use.
- If the vehicle breaks down or is in an accident, refer to the information in the glove box.
- **Do not** refuel the vehicle. You will not be reimbursed.

KEYS, CARE & RETURN

- The van key is available from Jonathan Mashburn in Room 1314.
- Following use, please return the vehicle clean and empty. Do not leave any personal belongings or trash inside.
- When returning the vehicle, please park in the 24 Hours Business Space by the North (old) Loading Dock. If occupied, use a general Blue Space instead.