



Please Circle the LOHE vehicle you will be renting: DODGE RAM 1500 or TOYOTA TUNDRA

Name	
Phone	
Email	

List the project name, along with person in charge of payment/accounting

Travel (List the destination and purpose of your trip):

	<b>Check out</b>	<b>Check in</b>
<b>Date</b>	/ /	/ /
<b>Time</b>		
<b>Mileage</b>		

Total days: \_\_\_\_\_ Total amount: \$ \_\_\_\_\_

Paid/Check #: \_\_\_\_\_ / \_\_\_\_\_

**PRIOR TO USE:**

Review the checklist below. Damages not noted prior to check-out will be billed to operator.

Checked	Item	Comments
	Vehicle exterior (body, windshield, etc.)	
	Vehicle interior	
	Tires (condition, air pressure, etc.)	
	Vehicle fluids (oil, radiator, windshield fluid, etc.)	
	Lights (headlights, brakes, blinkers, etc.)	

**PRIOR TO RETURN:**

Please clean the vehicle prior to return and follow checklist below.

- |  |  |
|--|--|
| <input type="checkbox"/> Exterior washed<br><i>(including under vehicle &amp; wheel wells)</i> | <input type="checkbox"/> Trash & Personal belongings<br>removed from vehicle     |
| <input type="checkbox"/> Interior wiped down   | <input type="checkbox"/> All windows rolled up                                   |
| <input type="checkbox"/> Interior swept out/vacuumed clean                                     | <input type="checkbox"/> Doors locked & steering lock<br>put onto steering wheel |
| <input type="checkbox"/> Windows cleaned   | <input type="checkbox"/> Gas filled & keys returned                              |

Comments/Concerns:



# University of Hawai'i at Hilo, LOHE Lab Vehicle Rental



## TERMS & AGREEMENTS

1. We reserve the right to recall the vehicle within 24 hours.
2. Gasoline is the responsibility of the user; the vehicle must be returned full. No exceptions.
3. A daily rate of \$75.00 for students and \$100.00 for non-students will be billed to the vehicle user, regardless of mileage incurred. Should the vehicle be held overnight without prior arrangements, or not returned within 2 hours of scheduled return, an additional fee of \$75.00/\$100.00 per day will be charged to user.
4. The vehicle will be returned clean as specified by cleaning checklist (attached). If the vehicle is returned dirty, a \$50.00 cleaning fee will be charged. If excessive cleaning is needed, user will be charged \$100.00.
5. Payment for vehicle rentals will be required at time of rental, unless otherwise agreed upon (and will be paid within 30 days of rental). Checks can be made out to UH Hilo LOHE Lab and left with the completed form. Or, can be mailed to Patrick Hart in the Biology Department at UH Hilo (200 W. Kawili St. Hilo, HI 96720)
6. Unless requested overnight, the vehicle must be returned to the Marine Science parking lot and keys returned to staff (locker or lab prior to check out). No keys are to be held overnight, unless prior arrangements have been made and approved in advance.
7. All drivers must be familiar with proper use and operation, and be aware of limitations of the vehicle. If unsure about use, please ask staff before use!
8. Charges for damage to vehicle are the responsibility of the user.
9. University employees, staff, and students are authorized drivers and riders. At no time shall unauthorized drivers or riders be permitted in University vehicles.
10. The signee has all written permits and permissions deemed necessary on hand to enter location/site visited.
11. To prevent the spread of invasive species and harmful pathogens, particularly Ohia Wilt/Rapid Ohia Death, signee agrees to:
  - a. Hose down wheel wells, bumpers, grill, fenders, undercarriage, and side panels behind wheels of vehicles after each use.
  - b. Visually inspect the interior of vehicle for any debris, mud, plant material, or arthropods.
  - c. Spray down vehicle and clean any tools/field gear with Lysol, 10% bleach solution, or a 70% isopropyl alcohol solution before entering field site, and in between sites.
  - d. Field gear such as shoes, clothing, and backpacks should be clean before going out into the field or placing into vehicles.

I, \_\_\_\_\_, agree to the conditions of this contract.  
(PRINT NAME)

SIGNATURE

DATE