

# Campus Shuttle Rental Request



Kutztown University has partnered with Mainstreet Leasing to offer free shuttle service for our students to navigate around campus and the local community. When the shuttles are not operating on the normal campus routes, they are available for rent, pending approval by Parking and Transportation Services and Mainstreet Leasing.

To check the availability and rental pricing, please complete this form least two weeks prior to the event. It will be forwarded to Transportation Services via DocuSign.

Your Name		Campus Address & Department/Organization		Telephone
Day and Date Shuttle Service Needed	Start Time:	End Time:	Cost Center to Be Charged	
Number of Shuttle Buses Requested*:	Purpose of Shuttle Services:		Number of People to Move:	
<p>Please describe the specific local shuttle stop locations and shuttle route that you desire for your program. Highlight the destinations and route (with a highlighter) on a campus map. All requested routes must be approved by Transportation Services and Mainstreet Leasing to ensure pedestrian safety and bus navigation through campus and around town.</p>				
<p>I certify that I have the authority to commit my department this agreement and subsequent charge. Furthermore, I certify that my department has adequate funds to pay for this shuttle service at the rates listed below.</p>				
Submitted by:		Signature:		Date:
Transportation Services Approval/Date		Mainstreet Leasing Approval/Date		

One shuttle bus can accommodate 24 seated patrons and 13 standing patrons

**Rental Cost When Shuttles are on Site/Cost When Shuttles are Off-Site**

- 2-hour package \$709/\$809
- 3-hour package \$709/\$809
- 4-hour package \$799/\$899
- 5-hour package \$889/ \$989

- 6-hour package \$979/\$1079
- 7-hour package \$1069/\$1169
- 8-hour package \$1159/\$1259

*\*A 5% fuel surcharge will be added on all reservations.*