Step 4: Planning

All conferences are responsible for sourcing any golf cart(s) needed, including scheduling and identifying both a drop off location and a pickup location.

If you and your chosen vendor are unable to identify a specified date, time, and location for either a pickup or a drop off, Stanford Conferences will, for a $150.00 flat fee, provide a holding lot AND maintain the cart(s) and key(s) until you or the vendor can retrieve them. To arrange for this service, please contact your Conference Account Coordinator with the details of your contracted services.

The following vendors are familiar with Stanford University’s policies and requirements for bringing a golf cart on to campus:
- Carts Depot  [http://www.cartsdepot.com](http://www.cartsdepot.com), 510-683-9717, edwin@cartsdepot.com
- Turf & Industrial, 408-727-5543, mkm@turfandindustrial.com

Vendors Services at a Glance:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>STANFORD CART PERMIT</th>
<th>ELECTRIC CARTS</th>
<th>WEEKEND PICKUP/DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARTS DEPOT</td>
<td>PROGRAM RESPONSIBLE</td>
<td>YES</td>
<td>$50 FEE, PER</td>
</tr>
<tr>
<td>TURF &amp; INDUSTRIAL</td>
<td>PROGRAM RESPONSIBLE</td>
<td>YES</td>
<td>NO (Closed on weekends)</td>
</tr>
</tbody>
</table>

STANFORD UNIVERSITY – PARKING AND TRANSPORTATION REQUIREMENTS:
If you choose to drive a golf cart on the Stanford Campus you must be advised of the requirements held by Stanford Transportation. You are required to review the documents noted on the following website:

In addition, please be advised student use of golf carts for personal transportation (other than disability-related needs) is expressly prohibited. Stanford University is private property and has the authority to control golf cart/LSV (low speed vehicle) use on campus and restrict access to certain areas.

Due to the limited access and new University rules placed on golf carts while driving within the Pedestrian Zone and the Main Quad, we ask that you review the “Pedestrian Zone Access Map” with your Conference Account Manager. This map indicates golf cart access within specific areas of the campus, and allows you to determine whether the rental of a golf cart will meet your needs. The Pedestrian Zone Access Map is located on the web at: [https://lbre.stanford.edu/sites/default/files/ped_zone_access_map_0.pdf](https://lbre.stanford.edu/sites/default/files/ped_zone_access_map_0.pdf)

DRIVER CONDUCT REQUIREMENTS:
Drivers must be 21 years of age or older and possess a valid driver’s license. This must be verified by the client/responsible person renting and/or renter and/or person responsible for the use of the golf cart while renting. Driver must carry their driver’s license with them upon use. If there is no alternative driver, an individual who is 18 or older may drive with the approval of the applicable organization.

All tickets, parking violations, fines, penalties or punishment, and etc. which authorities place on an individual are the responsibility of the individual driver.
Step 4: Planning

- Customer is responsible for the cost associated with any damage or theft of the rented golf cart. Payment for damage or theft will be required within 30 days of incident or end of rental.
- Cell phones and texting must not be used while operating a golf cart. If a phone needs to be used, drivers must pull over, make the call, and hang up before resuming your trip. NO EXCEPTIONS.
- Report all incidents/crashes involving damage to the golf cart or persons to the person responsible for the golf cart and/or to the police.
- Never operate a golf cart while under the influence of drugs or alcohol!

Reporting golf cart problems:
Any and all problems should be reported immediately to your Golf Cart Provider. The following is a partial list of potential problems:
- steering issues
- brake problems
- headlight needing a new bulb

If a problem is discovered and left unresolved until the part becomes inoperable, the timing of a replacement may be adversely affected. Issues arising during holidays or weekends will not be addressed until the next business day.

Damaged golf carts and replacement golf carts:
- If a golf cart is damaged or found inoperable, at least 48 hours will be needed to arrange for a replacement.
- Customer is responsible for any flat tires or damage to tires that have been ran flat.
- Any damage beyond wear and tear will be charged to the renter.

WARNINGS
- Do not drive up curbs, as this may cause tire damage.
- Check the distance between bollards to determine whether there is enough clearance for the golf cart to pass through safely. Note: Not all campus areas are golf cart accessible.
- Drive slowly and straight through the bollards, not at an angle.
- Do not use the accelerator to hold the golf cart on an incline, use the brake instead.
- Make sure the forward/reverse switch is in the position of the desired direction of travel before depressing the accelerator.
- Please do not place tape or stickers on either the body or the windshield. This damages the surface of the golf cart and additional charge would apply for replacement of the body or windshield.
- When possible please return the golf cart fully charged.
- Golf carts are to be operated in a manner consistent with their design and purpose.
- Golf carts are not designed to carry more occupants than the designated number of seats.
- Golf carts are not designed to carry excessive weight.
- The golf cart may not at any time leave the boundaries.

Failure to comply with the above attached instruction may result in injury and/or property damage. If you have any problems or questions, please contact your Golf Cart Provider.