

## Contact person

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## Contract

Your contract is provided and administered by the Intendent of the student division. A contract could be downloaded from the website. Leave the contract in the locker in the lounge room when you pick up the car keys.

## Who may rent the car?

Anyone who is paying division-fee to the mechanical-engineering-division is entitled to hire the car. Any booking of the car can be cancelled by the Intendent, at its latest, one week before it is needed for an outward arrangement by a student association.

## How do you book the car?

- 1) Book using the calendar on the website. Choose the hours of the day for those days you wish to use the car. Do not book the car for a longer period than you need to use it. You could not book days in clusters but only separately. A booking must be done at least three workdays before the booked time. Bookings later than this will be declined.
- 2) Wait for confirmation email from Intendent, do not forget to check the spam filter as the confirmation email can sometimes end up there.
- 3) If the booking has been approved, please print and fill in the rental contract, link is located under the "Kontrakt" tab on the website. If the Intendent notice that a contract is missing after the end of the rental time you will be charge by 200 kr with additional 50 kr per week missing.
- 4) Key collection takes place with the white key cabinet in the lounge next to Café Bulten in the house of mechanical engineering, at any time during the rental period. The contract is left in the key cabinet when picking out the key. The key cabinet is opened with a personal code received by the Intendent before the rental period begins, enter the code and end with#.
- 5) Before driving, fill in the cars mileage in the driving journal located in the car. This is used as the basis for the invoices. If the car is damaged or badly cleaned from previous rental, please contact the Intendent immediately, otherwise you may risk taking extra charges of someone else's mistakes.
- 6) If the car has less than  $\frac{1}{4}$  fuel, the lessee is obliged to refuel. Note that it uses diesel. Always save the receipt, no receipt - no refund, and fill in a Blankett för Utlägg located in the blue cabinet just to the left inside the door to the lounge. After filling in, you attach the receipt and put the form in the M-Styrets "mailbox", located in the same blue cabinet, which is subsequently paid out by the

Intendent. Note that the Intendent checks submitted receipts against the car's fuel meter and the distance travelled. To file a receipt from the thought of another car is seen as attempted fraud and will be reported to the police.

7) Returns of the keys are made in the key cabinet with the same code used during pickup. If you did not return the key before the agreement, an extra cost of 500 kr will be added to your invoice.

8) After your use of the car you will receive an invoice. This must be paid 30 days after it is dispatched. The invoice will be sent to the email given in the booking unless otherwise is agreed upon.

## **Who is responsible for the car?**

Before the lessee retrieves the keys, he or she (and any extra-drivers) signs a contract. This makes lessee fully responsible for the car. Meaning that the lessee is responsible for any damage that arises during the rental period. If, in the event of damage, it is discovered that a driver who is not on the contract caused a damage, the lessee will bear the full repair cost. Also, be sure to check the meter on the car, both when you pick up and when you enter the car.

The car is not allowed to be rented out secondarily without the approval of the Intendent. The intendent must be informed well in advance.

## **Good to know Inspect the car carefully before you use it.**

If you do not report any unknown damages or trash left behind, you risk having to pay extra charges. Drive carefully and have in mind that the car is long, especially when you are turning. The car can be parked either in front of the student division hall Winden at the small parking lot or on the larger parking lot behind the lecture halls of Hörsalsvägen. To your aid when using the car, there is a checklist for things that should be checked before taking off with the car. This is to prevent you from having to pay unnecessary extra charges.

## **Booking calendar**

All bookings are shown as dots in the calendar. The grey dots are pending booking requests while the greens ones are confirmed bookings. Select day by day the times you want to use the car, press the plus on the right and fill in the application that the website shows.

## **Price**

Driving cost: 4 kr/km

Rental for more than 4 hours on one day: 75 kr.

Rental for less than 4 hours on one day: 40kr.