

## Rates for Legacy Hotel Transportation Services

The rates for the use of the Legacy Hotel's vehicles by an SBTS office are listed below. The Suburban will usually be the vehicle loaned out as the Expedition is primarily used for Airport guest pickups.

**Use of vehicle by an SBTS employee** – SBTS offices may prefer to use their own employees to drive the vehicles. In this case, drivers must have prior official approval through the Security Office.

- Vehicle **must** be returned with **equal or greater amount of gas** as when the vehicle was first checked out.

See rates below:

- **Hourly rate** – For use of a vehicle for 6 hours or less. Hourly rate caps at \$75.
  - \$12 per hour, minimum 1 hour.
- **Daily Rate** – This will mean a time that exceeds 4 hours but it is not greater than 24hrs.
  - \$75 per day.
- **Multi-Day Use** – Vehicle can be requested within **30 days** of an event, however will not be confirmed until **14 days** prior to the event.

**Use of vehicle by a Legacy Hotel Driver** – in some situations, SBTS offices may prefer a Legacy Driver to transport guests, run errands etc. See rates below:

- **Running Errands** –The Legacy Hotel may provide an officially approved driver for a desired pickup, errand, etc.
  - \$25 per hour, minimum 1 hour
- **Guest Transportation to/from Airport** – when an SBTS office is paying for a guest's transportation:
  - One way transportation – \$40
  - Two way transportation – \$75
- **On-call driver** – the use of a Legacy driver for extra help during an event.
  - \$15 per hour

**Shuttle Rates** – A Legacy Driver, or a CDL holder, must operate the shuttle. Shuttles are often used for transporting large groups or parking lot loops during on campus events. See rates below:

- **Event Transportation** – \$400 for a minimum of 4 hours, including driver. \$50 each additional hour.
- **Checking Out the Shuttle** – \$150 per day for check outs (basketball team, doxology, etc.)
  - This rate does not include driver or gas. Vehicle **must** be returned with **equal or greater amount of gas** as when the vehicle was first checked out.
- **Airport Transportation** – \$200 for transporting a group to or from the airport, including driver. 24 guest capacity.

We can provide rental vehicles for your events as well. We rent through **Miller Transportation**. In those cases, the cost of the rental vehicle will be covered by the office requesting the vehicle. In addition to the rental fee, there is a \$50 handling fee per Rental Company.