

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 2005 Chevy Tahoe will usually be the vehicle loaned out as the 2010 Suburban 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 Campus Police in the form of a completed **MVR Form** (found on Inside SBTS).

- *All reservation requests should be made by in writing through **e-mail** or by filling out the form found on Inside SBTS.*
- *Any **cancellation** of a vehicle reservation that **occurs less than 24 hours** before the scheduled pick-up time will be subject to a **\$15** penalty.*
- *A **no-show** for a vehicle reservation with no communication will result in a charge equal to the full amount of the scheduled reservation.*

See rates below:

- **Hourly rate** – A Legacy Hotel vehicle can be rented for 6 hours or less. Hourly rate caps at \$90.
 - \$16 per hour (one hour minimum)

*Legacy Hotel vehicles will not be available for periods longer than six hours, overnight, or out-of-state travel. If you need a vehicle for any of these circumstances, please contact the Accounting office for help in scheduling a rental with an external company.

***All intervals of vehicle usage that fall in between hour increments will be calculated to the nearest quarter hour and charged accordingly (i.e. **1.5 hours of usage = \$24**)*

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:

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

***Any request that requires a Legacy Hotel driver, must be received at least 48-hours in advance to guarantee the scheduling of a driver.*

***Any cancellation that is received less than 24-hours in advance to a scheduled event that involves a Legacy Hotel driver, will result in the full charge being applied to your department's account.*

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 four hours, including driver. \$50 for each additional hour.
- **Checking out the Shuttle** - \$150 per day for check outs.
 - This rate does not include driver or gas. *Vehicle **must** be returned with ***equal or greater*** amount of gas as when it was first checked out.*
 - Group must provide their own CDL-certified driver

We can also schedule rental shuttles for your events. We generally rent through **Miller Transportation**. The cost of any rented shuttle(s) will be charged to the requesting SBTS Office & will include a \$50 handling fee per rental company, per event.