

To: Department of Biology
From: Safety and Resources Committee
Date: 5 April 2016

Re: Department Vehicle Reservation Policy

Department of Biology Vehicles may be reserved per the following guidelines:

- **Optimizing Use and Cost** - Reservations will usually be made on a first-come, first-served basis according to the provisions below. However, department vehicles should be used to capacity (e.g., 11-12 travelers for a 12-passenger vehicle), and reservations may be altered to optimize use and cost.
- **NMU Biology Classes (BI XXX)** - Faculty/Staff/Students who are teaching classes with a BI prefix may reserve vehicles for class travel up to a semester prior to use.
- **NMU Biology-affiliated Groups** - research lab groups, sponsored clubs, and other groups affiliated with the department may reserve vehicles for group travel up to a month prior to use.
- **NMU Non-Biology Groups** - Faculty or Staff at NMU may reserve vehicles for group travel up to two weeks prior to use.
- **Non-NMU Groups or Individuals** - No reservations may be made.