



Shared Use Company Car Agreement

22-23 Season

Only ATC staff and contracted guest artists who have cleared an MVR (Motor Vehicle Records) check through ATC may drive an ATC vehicle.

Booking a Car

- Cars are available for use 7 days per week, 6am-10pm
- Guest artists may book car for up to 3 hours at a time, non-consecutively.
- Cars must be booked at least 24 hours in advance via [the online booking page](#). The link is also available on the ATC Artist Portal
- Once a car booking has been submitted, Company Management will respond via email, to arrange key pick up and drop off. Company Management reserves the right to confirm, adjust, and/or deny any car share requests for any reason.
- Car keys are picked up and returned in person to the ATC Company Manager between the hours of 10am-6pm, Monday-Friday, or via the dropbox system after hours
 - For after-hours usage (6-10am or 6-10pm), the key must be picked up and returned in the respective drop box in Storage Closet 1 at the artist loft apartments. Company Management will arrange this with you.
- You may not book a car and give the keys to another guest artist
- Please do not book a car for the same time every day. This runs counter to the spirit of providing the cars as a benefit. Please be considerate of other artists.
- Cars are picked up and returned inside the gated parking lot at the loft apartments. The gate clicker is not to be removed from the car.

Usage, Parking, Gas, and Other Fees

- **Cars are not permitted outside of Tucson city limits. This amounts to a 15-mile radius from the Temple of Music and Art/loft apartments**
 - If you would like to travel outside of that radius, you may request a discount code from Company Management to rent a car at your own expense
- Cars are to be refueled after *every* use, and you are to **submit a fuel receipt with the keys upon return**.
 - Please alert Company Management as to the date and time should you take possession of a car with less than a full tank.
- Upon picking up the car, if there is any damage not noted in your booking confirmation, you are responsible to take photos and send to Company Management immediately. Otherwise, you will be held responsible
- There is absolutely no smoking of any kind in any ATC vehicle. Non-compliance will result in revocation of privileges as well as the cost of a complete air system and interior cleaning
- The following items are your responsibility and **will not be covered by ATC**:
 - Deductible in the event of an at-fault accident of incident (currently \$1,000)

- Loss/repair to key and/or fob. Due to electrical components, keys/fobs cost \$700 each.
- Repair cost in the event of negligence or misuse and all costs incurred to the vehicle not covered by ATC's insurance policy.
- Theft of personal items left in the vehicle at any time.
- Parking, speeding, tolls, red light or other traffic violation tickets or fines.
- Gasoline; cars should be returned with a full tank of gas.

General Courtesy and Other Items:

- Report any mechanical problems or maintenance concerns immediately to Company Management.
- Do not use your cell phone (text or calling) while driving an ATC company car.
- Dispose of all trash before returning the vehicle

The fine print:

ATC reserves the right to limit or revoke staff of guest artist's driving privileges should any of these rules be broken or abused. ATC also reserves the right to make changes or adjustments to the current policy. This agreement cannot be altered on an individual basis. Company Management reserves the right to block out the Car Share Calendar when the vehicle is not available.

Your signature below acknowledges that you have received and agreed to abide by the ATC Shared Use Company Car Policy.

Name (PRINT): _____

Date: _____

Signature: _____