



## Shared Use Company Car Agreement

25-26 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
- Please only book the car 1x per day so others may also be able to use the cars
- 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 must be booked at least 2 hours in advance via the online booking page available on the ATC Artist Portal
- 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 to the GRAY lockbox in Storage Room 1
- You may not book a car and give the keys to another guest artist
- 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
  - 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. 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 or incident (currently \$1000)
  - 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 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
- Dispose of all trash before returning vehicle

#### **The Fine Print**

*ATC reserves the right to limit or revoke staff or 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*