All conferences are responsible for sourcing any golf cart(s) needed, **including scheduling and identifying both a drop off location and a pickup location.**

If you and your chosen vendor are unable to identify a specified date, time, and location for either a pickup or a drop off, **Stanford Conferences** will, for a **$150.00 flat fee**, provide a **holding lot AND maintain the cart(s) and key(s)** until you or the vendor can retrieve them. To arrange for this service, please contact your Conference Account Coordinator with the details of your contracted services.

The following vendors are familiar with Stanford University’s policies and requirements for bringing a golf cart on to campus:

- **Carts Depot**  
  [http://www.cartsdepot.com](http://www.cartsdepot.com), 510-683-9717, edwin@cartsdepot.com

- **Turf & Industrial**  
  [http://www.golfcar4rent.com](http://www.golfcar4rent.com), 408-727-5543, jhl@turfandindustrial.com

**Vendors Services at a Glance:**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>STANFORD CART PERMIT</th>
<th>ELECTRIC CARTS</th>
<th>WEEKEND PICKUP/DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARTS DEPOT</td>
<td>PROGRAM RESPONSIBLE</td>
<td>YES</td>
<td>$50 FEE, PER</td>
</tr>
<tr>
<td>TURF &amp; INDUSTRIAL</td>
<td>PROGRAM RESPONSIBLE</td>
<td>YES</td>
<td>NO(Closed on weekends)</td>
</tr>
</tbody>
</table>

**STANFORD UNIVERSITY – PARKING AND TRANSPORTATION REQUIREMENTS:**

If you choose to drive a golf cart on the Stanford Campus you must be advised of the requirements held by Stanford University-Parking & Transportation department. You are required to review the documents noted on the following website: [https://transportation.stanford.edu/parking_info/carts.shtml](https://transportation.stanford.edu/parking_info/carts.shtml)

You are required to obtain a parking permit while on campus. Refer to the 2016-17 Motorized Cart Permit Application for additional information.

**In addition, please be advised student use of golf carts for personal transportation (other than disability-related needs) is expressly prohibited.** Stanford University is private property and has the authority to control golf cart/LSV (low speed vehicle) use on campus and restrict access to certain areas. Only golf carts bearing the appropriate annual or temporary permit shall use parking areas designated for permit parking.

Due to the limited access and new University rules placed on golf carts while driving within the Pedestrian Zone and the Main Quad, we ask that you review the **“Pedestrian Zone Access Map”** with your Conference Account Coordinator. This map indicates golf cart access within specific areas of the campus, and allows you to determine whether the rental of a golf cart will meet your needs. The Pedestrian Zone Access Map is also located on the web at: [http://maps.stanford.edu/sites/all/lbre-shared/files/maps/files/shared/file/maps_records/Ped_Zone_Access_Map.pdf](http://maps.stanford.edu/sites/all/lbre-shared/files/maps/files/shared/file/maps_records/Ped_Zone_Access_Map.pdf)
Golf Cart Policies

DRIVER CONDUCT REQUIREMENTS:

- Drivers must be 21 years of age or older and possess a valid driver’s license. This must be verified by the client/responsible person renting and/or renter and/or person responsible for the use of the golf cart while renting. Driver must carry their driver’s license with them upon use. If there is no alternative driver, an individual who is 18 or older may drive with the approval of the applicable organization.
- All tickets, parking violations, fines, penalties or punishment, and etc. which authorities place on an individual are the responsibility of the individual driver.
- Customer is responsible for the cost associated with any damage or theft of the rented golf cart. Payment for damage or theft will be required within 30 days of incident or end of rental.
- Cell phones and texting must not be used while operating a golf cart. If a phone needs to be used, drivers must pull over, make the call, and hang up before resuming your trip. NO EXCEPTIONS.
- Report all incidents/crashes involving damage to the golf cart or persons to the person responsible for the golf cart and/or to the police.
- **Never operate a golf cart while under the influence of drugs or alcohol!**

Starting the Golf Cart

- Be sure that the charger is completely disconnected from the outlet and the vehicle.
- Make sure the brake is on.
- Turn the key switch on.
- Move the direction switch from neutral to the desired direction, forward or reverse.
- Slowly press down the accelerator (gas) pedal and the brake will unlock automatically.

Stopping the Golf Cart

- To stop, push down the brake pedal.
- To set the parking brake, press the brake pedal firmly and tilt the park brake portion of the pedal forward with your foot.
- To release the brake, press the accelerator (gas) pedal and the brake will unlock automatically.

Parking the Golf Cart

- Bring the golf cart to a complete stop.
- Set the parking brake.
- Put the golf cart into neutral. If it is not left in neutral, it can cause damage to the golf cart.
- Turn the key switch to off.
- Lock the golf cart with the chain and lock provided whenever you are not present with it.
  
  **PLEASE DO NOT LOCK STEERING WHEEL TO HAND RAIL OF GOLF CART!**

Headlights:

- When not driving the golf cart, make sure its lights are off; otherwise, the battery will drain.
- Lights are only to be turned on when needed (during night time or poor visibility) since it drains significant power from the battery.
- Turn on the ignition (key) switch on the first click 45 degrees clockwise to run the golf cart normally. Turning the key switch on the second click 90 degrees clockwise will still run the golf cart but with the headlights on depleting its battery unnecessarily.

Golf Cart Policies Page 2 of 4
Golf Cart Policies

Charging the Battery:

- The charger has two plugs, one for the golf cart and one for the electric outlet. We will show you how to do this.
- Plug the larger cord into the golf cart. The plug is located near the direction-selector switch.
- Plug the AC cord into a standard outlet. If an extension cord must be used, the extension cord should be three wires No. 12 AWG, heavy duty cord with ground and be as short as possible. The charger should automatically turn on when it’s plugged in. The needle on the charger should move up and the charger should make a humming sound when it is on. If the needle does not move and there is not a hum, try testing the outlet with a hairdryer or radio. If you’re sure the outlet is good, call your golf cart provider.
- Keep your golf cart secured with the chain and lock while it is charging or it may get stolen.
- Completely disconnect and secure the charger cords before operating the golf cart.
- After being plugged in overnight, the battery should be fully charged. If it is not fully charged, there may be a problem with the charging mechanism. If so, please notify your golf cart provider immediately. It can take up to 12 hours to fully charge your golf cart.

Checking of the Battery (only necessary for golf carts rented longer than one week):

- You must check the water level in the batteries as least once a week. It’s important to check the water when the golf cart is fully charged.
- Each golf cart has six batteries that are located under the seat.
- Remove each cap from each of the batteries in order to check the water level.
- The water level must cover the metal plates, but NOT above the plastic indicator.
- Please see the diagram.
- If the water is low, fill with tap water. Fill the cells that are low to just below the bottom of the fill indicator.

**DO NOT OVERFILL!**

![Diagram](image)

Reporting golf cart problems:

- Any and all problems should be reported immediately to your Golf Cart Provider. The following is a partial list of potential problems:
  - steering issues
  - brake problems
  - headlight needing a new bulb
- If a problem is discovered and left unresolved until the part becomes inoperable, the timing of a replacement may be adversely affected. Issues arising during holidays or weekends will not be addressed until the next business day.
Golf Cart Policies

**Damaged golf carts and replacement golf carts:**
- If a golf cart is damaged or found inoperable, at least 48 hours will be needed to arrange for a replacement.
- Customer is responsible for any flat tires or damage to tires that have been ran flat.
- Any damage beyond wear and tear will be charged to the renter.

**WARNINGS**
- Do not drive up curbs, as this may cause tire damage.
- Check the distance between bollards to determine whether there is enough clearance for the golf cart to pass through safely. Note: Not all campus areas are golf cart accessible.
- Drive slowly and straight through the bollards, not at an angle.
- Do not use the accelerator to hold the golf cart on an incline, use the brake instead.
- Make sure the forward/reverse switch is in the position of the desired direction of travel before depressing the accelerator.
- Please do not place tape or stickers on either the body or the windshield. This damages the surface of the golf cart and additional charge would apply for replacement of the body or windshield.
- When possible please return the golf cart fully charged.
- Golf carts are to be operated in a manner consistent with their design and purpose.
- Golf carts are not designed to carry more occupants than the designated number of seats.
- Golf carts are not designed to carry excessive weight.
- The golf cart may not at any time leave the boundaries.

Failure to comply with the above attached instruction may result in injury and/or property damage. If you have any problems or questions, please contact your Golf Cart Provider.

Updated 11/2016