



# Rio Arriba County Parks & Recreation Department

## Bus Request Form

PARKS & RECR COORDINATOR  
Jeremy G. Maestas



Name of Requestor
Address
Phone
Email
Requested Date(s)
Destination
Destination Address
Departure Time
Return Time
Number of Students
Number of Chaperones

**The following are the rules to be abided by all passengers riding the bus:**

- No Food or Drinks Allowed in the bus
- A Charge of \$25.00 will be billed to the contact person in the event that the bus is left in an unclean condition.
- All Passengers must remain seated when the bus is in motion
- Any Tobacco/Alcohol products are strictly prohibited in the bus
- The applicant/entity listed on request will be liable to cover actual charges for repairs required due to passenger vandalism, or property damage caused by misuse or misconduct of passenger(s).
- A \$50.00 cancellation fee will apply, for any cancellations that are not made within 48 hours.
- A \$20.00 late fee will apply for each day a payment is late.

\*\*Upon completion of this form, please email to [MKMartinez@rio-arriba.org](mailto:MKMartinez@rio-arriba.org) \*\*

I/We the undersigned do hereby agree to the terms as indicated above, and will assume full responsibility.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature (Parks & Recreation Coordinator/Designee)

\_\_\_\_\_  
Date

*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810  
Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-6663 \* Fax (505) 753-9397*