



Rio Arriba County Parks & Recreation Department

Bus Request Form

Jeremy G. Maestas
PARKS & RECR DIRECTOR



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|----------------------|
| 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 JGMaestas@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 Director/Designee)

Date

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810
Española Annex * 1122 Industrial Park Road * Española, New Mexico 87532 * Phone (505) 753-6663 * Fax (505) 747-0336*