

CPFM Department: Operations & Strategy	SOP Number: OS-3
	Effective Date: 6/17/2026
Title: CPFM Golf Cart Use by Others	Revision Date: 5 years
	End Date: Indefinite
Signature:	Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)

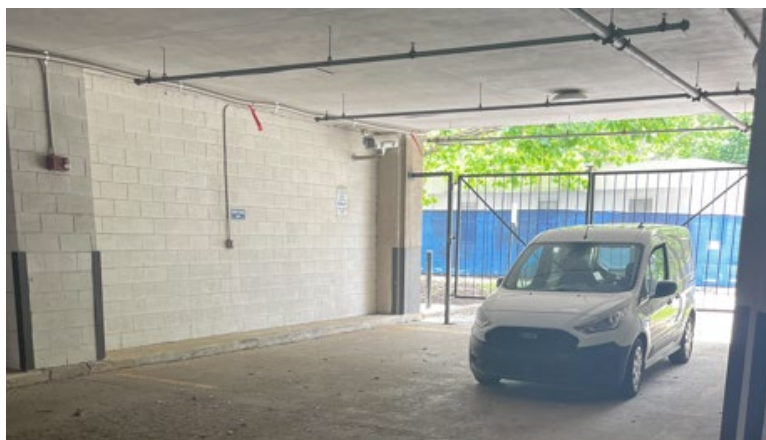
**POLICY:** CPFM Golf Cart Use by Others

**PURPOSE:** Establishes a process to manage reservations of the CPFM golf cart by other CWRU staff.

**PROCEDURE:** Reservations for the CPFM golf cart are managed by the Office of the Vice President for Campus Planning & Facilities Management. All reservation requests should be made to the Executive Aide (EA) at least two business days in advance of the reservation time. The requestor must provide a speedtype and timeframe for the reservation. Since the golf cart is stored at the Cedar Avenue Service Center, the speedtype will be billed \$180 to cover the costs of cleaning and transporting the golf cart to and from Adelbert Hall. The golf cart can be reserved for use within CWRU’s normal business hours (8:30am – 5:00pm). The golf cart is street legal which requires all operators to have a valid driver’s license.

Once the EA confirms the reservation, the EA will submit a service request to the Customer Service Department. This request will ensure that the golf cart is cleaned, driven to Adelbert Hall by CPFM staff before the start of the reservation, then picked up afterwards by CPFM staff.

On the day of the reservation, the requestor will check out the golf cart key from EA at Adelbert Hall, Suite 320. The golf cart will be parked near the Quad side entrance to Adelbert Hall and should be returned to the same location at the end of the reservation, unless outside of CWRU’s normal business hours (8:30am - 5:00pm). Outside of business hours, the golf cart must be parked in the parking garage underneath Crawford Hall (designated parking spot pictured below). CPFM staff will pick up the golf cart at the start of the following business day.



The requestor must return the key to the EA following the reservation. Once the key is returned, the EA will inspect the golf cart for damage.