

# SCC TROLLEY TRAIN RESERVATION

The SCC Trolley Train is a 30-passenger “step-on” open air trolley car that is pulled by a “train engine” style vehicle. Maximum speed is 45 mph. In-town use only. SCC truck and trailer is required to transport the “engine” for distances longer than 10 miles from the West Burlington campus; trolley must be pulled separately. Not handicapped accessible. *CDL licensed driver required and approved by SCC Administrative Services division.*

**FEE for NON-SCC use:** \$150 per day, to be invoiced upon receipt of request. An additional \$50 fee is charged if trailer hauling is needed (i.e., further than 10 miles from West Burlington, Iowa campus).

**TO BE COMPLETED BY REQUESTING ORGANIZATION/PERSON:**

Date of Request: \_\_\_\_\_ Event Name: \_\_\_\_\_

Event Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Using BOTH Engine & Trolley Car \_\_\_\_ Using Trolley Car Only (2 5/16” ball) \_\_\_\_ Using Engine Only \_\_\_\_

Contact Name for Reservation: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Certificate of SCC Insurance Needed? \_\_\_\_ YES \_\_\_\_ NO If YES, date needed: \_\_\_\_\_

Event Start Location: \_\_\_\_\_

Event End Location: \_\_\_\_\_

Parking Location (when trolley is idle): \_\_\_\_\_

Engine Key Pick-Up Date/Time: \_\_\_\_\_

**TO BE COMPLETED BY SCC PERSONNEL:**

RESERVATION APPROVED     RESERVATION DISAPPROVED     FEE PAID     Keys picked up

SCC-Approved & Paid Driver available     SCC Truck & Trailer available if >10 mi. from WB

Name of Approved Driver (requires CDL Class C or above): \_\_\_\_\_

Date Leaving WB Campus: \_\_\_\_\_

Date Returning to WB Campus: \_\_\_\_\_

SCC Alumni Association Exec. Dir.: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Administrative Services Assistant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**RETURN FORM TO: SCC ALUMNI ASSOCIATION, 1500 W. Agency Road, West Burlington, IA 52655  
Ph. (319) 208-5065 Email: [alumnotes@scciowa.edu](mailto:alumnotes@scciowa.edu)**