

TROLLEY RENTAL GUIDELINES

Trolley Rental is \$450.00 with a minimum of 3 hours. Additional hours will be \$125/hr over the 3-hour minimum.
A NON-REFUNDABLE deposit of \$150.00 is required for rental of the trolley that will go towards the balance of the trolley.

**Cancellations must be received within 24 hours of the Trolley Rental.
FULL PAYMENT MUST BE RECEIVED 3 DAYS PRIOR TO TROLLEY RENTAL DATE.**

Checks payable to: CITY OF WICHITA FALLS

****The Trolley is not ADA compatible. Therefore, wheelchairs, walkers, and/or persons who need assistance must be assisted onto the bus.****

The following information must be submitted at the time of trolley rental by general public

Pickup time and location

Contact information for person renting trolley

Destination or destinations that trolley will be going to

Any other pertinent information that needs to be forwarded to the driver

Such as:

- Driver will shuttle passengers between pickup and drop off for the time indicated
- Driver will pick up passengers and take them to various locations per instructions
- Driver will wait at each location until released by contact person
- Driver will be released from duty by the contact person

****Any damage incurred on the trolley due to negligence of the renter and/or party will be the responsibility of the renter****

The following information must be submitted when the trolley is rented any organizations using the trolley for their special events
(**Also applies to the use of buses**)

- The beginning time for trolley to start service and an ending time when trolley is released
- Contact information of person in charge of event as well as a secondary contact person
- A map showing the pickup locations, drop off locations and route for the trolley to follow must be provided at least ONE week prior to the event

• Event planners must take into consideration all of the following:

- room for the trolley to make safe turns
- room needed for clear and safe movements
- not enter areas with a dead end where the trolley may have to back out
- If the trolley is to run on a specific time schedule, it will need to be approved by a transit representative for verification of ability to maintain schedule
- FallsRide will not be responsible for any issues that are related to the security measures taken at SAFB that may cause delays for the trolley schedule
- Event planners are responsible for SAFB security clearances of their group prior to the event
- Event planners are responsible for the movement of any barricades that may block the trolley's path
- Any deviations from the originally submitted schedule or route must come ONLY from the person in charge of event
- The trolley MUST have an event ambassador on board at all times to ensure correct operations
- Each designated pickup point will also serve as the designated drop off point to minimize confusion for passengers
- Each pickup and drop off location must be designated by the use of signage or other markings provided by the event planners

The trolley is available for travel within the City of Wichita Falls city limits only, due to the limits of the drivers' license restrictions. The trolley can ONLY transport a maximum of 26 persons seated per trip and maximum of 4 standing for a total of 30 persons.

Any omissions of the above information may cause the approval of trolley rental to be denied.

TROLLEY REQUEST

TODAY'S DATE:

TO:

FROM:

EVENT DATE:

DRIVER REPORT TIME:

TROLLEY ARRIVAL TIME:

TROLLEY BEGINNING TIME:

PICK UP LOCATION:

DESTINATION:

FINISH TIME:

CONTACT:

TROLLEY CONTACT PHONE: 940.733.1090

SPECIAL INSTRUCTIONS (this includes the requested information from the guidelines):

Transportation Representative

Event Planner & Date

May 5, 2025