

Denver UMC Golf Cart Guidelines

Authorized Uses

- Denver UMC's golf cart will be used only to aid in carrying out the mission and vision of our church. These uses include but are not limited to:
 1. Transporting items or people to and from the Mission Depot
 2. Transporting equipment/chairs/other items needed for on-campus worship, events, and activities
 3. Transporting people to worship, meetings, and events on campus

Operator Requirements for Golf Cart Usage

- Operators must possess a valid driver's license and be at least 19 years old.
- Operators must sign an acknowledgement that they have read and understand the Denver UMC Golf Cart Guidelines and that they agree to abide by them. The Guidelines and Acknowledgement are available on the DUMC website, under "Resources", and in print in the church office.
- Only these authorized users may reserve or drive the golf cart.

Operating Procedures

- Operators may reserve the golf cart through the DUMC website under "Resources" or by signing it out on a first come/first serve basis by contacting the DUMC Receptionist, Director of Facilities, or Director of Outreach.
- A sign-out form and keys will be in the church office during business hours, along with instructions on how to access the Mission Depot, where the golf cart is stored on the wall separating the pantry from the warehouse space. Outside business hours, contact the Director of Outreach for these items.
- After check-out, unplug the charger and check for any safety or mechanical issue (low tires, battery charge, etc.). Report these issues to the Receptionist, Director of Facilities, or Director of Outreach, who will, in turn, inform the Trustees.
- Remember to turn on the lights.
- Please abide by the safety guidelines (below) while the golf cart is in your possession or possibly forfeit the privilege of using it in the future.
- When returning the golf cart after use, please ensure the brake is engaged, turn off the headlights, and insert the charging cord.
- Return the key and report any damage or other issue as soon as is reasonable.

Safety Guidelines

- The golf cart should operate at a speed equivalent to a well-paced walk but no faster than 15 miles per hour. Be cautious and slow down when driving on wet, snow- and ice-covered surfaces.
- All passengers in the golf cart should stay seated and keep hands, arms, legs and feet within the confines of the cart when it is in motion. Passengers should not be allowed to enter or exit the golf cart until it has come to a complete stop, and the driver informs them that it is safe to enter/exit. The driver of the golf cart is responsible for the passengers' behavior and may refuse to transport any who will not abide by the safety guidelines.
- If children under age 12 are on the golf cart, they should be transported only with an adult other than the driver onboard. If a parent is helping a child hold on, he/she needs to have one hand free to hold on to the cart.
- Do not transport more passengers than the golf cart is designed to carry.
- Passengers must be seated in seats designated for passengers, unless there is an emergency and the injured party can be securely transported on the cargo bed.
- Operation of the golf cart should be confined to the DUMC campus only and not on city streets. Avoid uneven terrain. Avoid sharp turns as golf carts do not have a good center of gravity and can overturn easily.
- Always yield to pedestrians and vehicles.
- Do not allow distractions while driving, including use of cell phones or other communication devices, eating or drinking.
- Always drive with the lights on. This will allow for increased visibility to pedestrians and vehicles and will properly illuminate the path of travel during low light conditions.
- Park the golf cart in designated vehicle parking spaces. Never park the golf cart where it will block fire lanes, access to fire hydrants, pedestrian walkways, exits, or disabled parking.
- When the golf cart is not in use, the emergency brake should be engaged, the keys should be removed, and the lights should be turned off.