FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

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COM Golf Cart Reservation Process

Jeff Clark - 2025-09-10 - COM Facilities

To book/use the College of Medicine Golf Cart, you must complete the following steps:

- **Using your Outlook Calendar, create a separate meeting and invite "COM-GolfCart" as the only Participant.**

Title	Golf Cart Reservation
Required	○ COM-GolfCart;
Optional	
Start time	Wed 5/21/2025 10:00 AM
End time	Wed 5/21/2025 10:30 AM

- **Click SEND**

- **You will receive an ACCEPT if the cart is Available or REJECTED/DENIED if is already book.**

You can see the Free/Busy calendar for the Golf Cart by opening that Calendar within Outlook or by using the **Scheduling Assistant** when creating the invite.

(1) If you have never used the Golf Cart, you must complete the FAU Golf Cart training course prior to driving the golf cart. For more information, visit this link:

To request EH&S Training: OIT TICKET LINK and select GOLF CART Training.

You will receive an email in 1-2 days with the link to take the online course

(2) Once you have completed your training and passed the course, please email your **Certificate of Completion** to ComFacilities@health.fau.edu.

(3) Within 1-2 business days, you will receive an email in letting you know that you have been added to the system and now have access to schedule the Golf Cart.