

## Once You Have Rented Your Vehicle/Vehicle Pickup:

There are six (6) Enterprise parking spots on campus. One is located at Gov's Lane and Drane Street, one at the Mark's Building parking lot and four (4) at the Shasteen Building at the end of Hannum Street. Enterprise will bring you your vehicle and you can either

meet them at one of the designated spots

**or**

they can come to your building.

You will have to show proof of state employment. If you are in the Emerald Club, they can drop your keys off at Public Safety Dispatch and you can pick the keys up later (a benefit for becoming a member).

## Upon Returning Your Vehicle:

You can take the vehicle to the Enterprise location, if it is open, or park it in one of the designated spots on campus. When you return a vehicle, regardless of what location you return the vehicle on campus, **there is only one key drop box** and that is at Shasteen Building where the old motor pool drop box used to be.

When you return a vehicle, you will need to send an email to the following three addresses:

[Enterpriserentacar-5603@ehi.com](mailto:Enterpriserentacar-5603@ehi.com)

[Enterpriserentacar-567A@ehi.com](mailto:Enterpriserentacar-567A@ehi.com)

And cc [martia.brown@ehi.com](mailto:martia.brown@ehi.com)

Include date and time of return, mileage, and location of returned vehicle.