



**VEHICLE RESERVATION FORM**

Please print or type in all requested information. Submit to Facilities Services at least ten (10) business days prior to trip by Email [servicef@gvsu.edu](mailto:servicef@gvsu.edu) or fax to 331-3841(attn.: Kathy). **Reservations are subject to vehicle availability.** (For additional information see GVSU Procedures Manual Section Number 502.)

TODAY'S DATE: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

Vehicle(s) requested: \_\_\_ 7 passenger \_\_\_ 12 passenger \_\_\_ 15 passenger \_\_\_ Other  
Indicate Type of Vehicle

Requested Date/Time Pick-up: \_\_\_\_\_ (date) \_\_\_\_\_ (time) **Mileage Out:** \_\_\_\_\_

Requested Date/Time Return: \_\_\_\_\_ (date) \_\_\_\_\_ (time) **Mileage In:** \_\_\_\_\_

Driver Name (Please print): \_\_\_\_\_

Vehicle Parked in: \_\_\_ Lot D2 \_\_\_ SER Lot \_\_\_ Vehicle Fueled: \_\_\_\_\_  
(Must match level of fuel when received)

Comments: \_\_\_\_\_

Destination: \_\_\_\_\_ \*\*\*Enterprise Rental Insurance: \_\_\_ Yes \_\_\_ No

FOAP #: \_\_\_\_\_ Department: \_\_\_\_\_

Unit Head Signature: \_\_\_\_\_ Dept. Phone: \_\_\_\_\_  
(Must have signature authority)

Requestor's Email: \_\_\_\_\_ \*Confirmation will be sent via email.

**OFFICE USE ONLY:**

**RENTAL CONFIRMATION NUMBER(S):**

\_\_\_\_\_ GVSU MOTORPOOL \_\_\_\_\_ ENTERPRISE

**GVSU MOTORPOOL VEHICLES ONLY:**

\_\_\_\_\_ 7-Passenger \_\_\_\_\_ 15-Passenger **Usage Type:** \_\_\_\_\_ Mileage \_\_\_\_\_ Extended Use

**\*\*VEHICLES MAY BE PICKED UP MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M \*\***  
**FOR ALTERNATE ARRANGEMENTS OR QUESTIONS CALL 331-3000.**

**\*\*\* Departments may elect to pay 25.00/day for CDW (Collision Damage Waiver) when renting from Enterprise to eliminate the \$5000.00 deductible exposure.**

**UNIVERSITY MOTORPOOL RENTAL CHARGES:**

- Daily use - \$.50/mile with a minimum \$20.00 charge per usage
- Extended use - \$80.00 / day (15 passenger) with no additional mileage charges \$60.00/ day (7 passenger)
- Failure to cancel a reservation (less than 48 hour notice) will result in a \$20.00 fee

**Rental is on a first come basis.** The Requesting Department is responsible for returning the van fully fueled and in good, clean condition. Vehicles will not be issued without a FOAP.