



VEHICLE RENTAL REQUEST FORM

- * Time of pickup is subject to availability
* Insurance is covered under the University for 20 year old drivers
* Insurance is purchased by 21+ year old drivers through rental agreement (price added to rental cost)
* Drivers must be above 20 years old
* Prices are subject to change
* 20 year old drivers are subject to a 200 mile radius from Washington, D.C.
* All rentals are through Enterprise
* Drivers must report any accident or damage immediately to CSE and Risk Management

NAME OF ORGANIZATION _____

CONTACT NAME _____ PHONE _____ EMAIL _____

NAME OF DRIVER(s) _____

DATE OF BIRTH OF DRIVER(s) _____

DATE OF PICK UP _____ TIME _____

DATE OF DROP OFF _____ TIME _____

TYPE OF VEHICLE (s) _____ QUANTITY _____

- Compact (\$49.00 per day) _____
Mid Size (\$51.00 per day) _____
Full Size (\$53.00 per day) _____
Mini Van (\$75.00 per day) _____ (7 passengers ONLY- above 21 years old)
Mini Van (\$85.00 per day) _____ (7 passengers ONLY- between 20 and 21 years old)
Large Van (\$104.00 per day) _____ (12 passengers ONLY- above 21 years old)

Please submit request form with approved EAF to CSE Financial Manager at least 2 weeks before pick up date.

If multiple drivers and multiple vehicle type are listed on form, please indicate which driver will be driving which type of vehicle.

Note: DRIVER MUST COMPLETE THE DRIVERS AUTHORIZATION TEST ONE WEEK PRIOR TO THE RESERVATION DATE. AUTHORIZATION FORM CAN BE FOUND AT www.gwu.edu/~riskmgnt/motorvehicle.cfm.

DRIVERS ARE AUTHORIZED THROUGH THE OFFICE OF RISK MANAGEMENT. THEY MAY BE CONTACTED AT 202-994-3265 OR ONLINE AT www.gwu.edu/~riskmgnt

THERE MAY BE ADDITIONAL FEES ASSOCIATED WITH RENTING THE VEHICLE. STUDENT ORGANIZATION ACCOUNTS WILL BE ADJUSTED ACCORDINGLY.