

Renting Cars from Enterprise

• Please use the link below to make your reservations at Enterprise and choose New River Community College. https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOFVIR

• Enterprise Leasing is located on Tyler Avenue inside Harvey's Chevrolet in Radford, Virginia. The phone number is (540) 731-3028 and the office hours are 8:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 1:00 p.m. on Saturday.

• After we complete the online lease form, please call Enterprise to arrange a mutually convenient meeting time to pick up the keys, sign the rental contract and show our driver's license and Commonwealth of Virginia photo identification. Enterprise suggests we provide our telephone number and e-mail address on the online reservation form.

• When we accept the rental car, we are responsible for the rental car until it is returned to Enterprise. Please refuse rental car insurance offered by Enterprise. We are covered by state-provided insurance when driving a rental car.

• The rental period starts when the rental car is delivered or picked up and accepted by us. The rental period ends when, during regular business hours, Enterprise is contacted that the rental car is ready to be picked up or the rental car is dropped off at Harvey's. Rental time period: Daily rental period is a 24-hour period. If a rental car is returned after the 24-hour period, but within the 25th hour, no additional charge shall be assessed. Rental cars returned after the grace period will be assessed an additional charge. Half-day rental is a consecutive twelve hour period. Pickup and return should be within the same business day to be considered a half-day rental. Daily rental is a consecutive 24 hour time period. Weekly rental is seven consecutive 24-hour time periods. Weekend rental is three consecutive 24-hour periods starting on Friday and ending on Monday. The end time will be exactly 72 hours after the starting time on Friday.

• If the type of rental car we requested is not available at the time of pick up or delivery, Enterprise will upgrade our rental car at no additional cost. If the reservation was not made within the 24 hours, Enterprise does not guarantee an upgrade.

• Please inspect the interior and exterior of the rental car and inform Enterprise staff of any damages you noticed before driving the rental car. We are required to return the rental car in the same condition it was in when we rented it. A cleaning charge may be assessed by Enterprise if the rental car is returned in a dirty or messy condition.

• **Fuel should be purchased with the State Fuel Card, which can be picked up at the Cashier's window in the Business Office. To avoid a fuel surcharge imposed by Enterprise, please ensure that the rental car has the same amount of gasoline in the tank as it did when we rented it. For example, if the car's gas tank was half full when we picked it up, we should return the rental car with the gas tank half full.**

• No fee will be assessed for canceling a reservation if Enterprise has not dispatched a rental car to NRCC.

• Please share with Sheryl Page in the NRCC Business Office any correspondence you receive from Enterprise about our car rentals. This correspondence could be attached to our travel expense reimbursement form, and will help ensure the proper account is charged for the appropriate car rental. An acceptable alternative would be to prepare bid sheets for car rentals and forward these bid sheets to the NRCC Business Office.