

Pick-up/ Drop off options and procedures- (Enterprise to NKU)

1. NKU renter calls Enterprise to make a reservation or if booked online calls with desired drop off location (parking lot). For university business rentals use account # XZ38332.
2. Renter provides phone # to department/office and a secondary ph# (cell or home) to which we can call *when the car is on the way* if there is a situation where we would drop off the rental before the scheduled time. Note: charges will start at scheduled time. Rentals bill out on a 24 hour billing cycle.
3. A. Enterprise will deliver the car to the designated park lot that renter specifies and renter will meet our representative at the car and parking lot. Renter must then get a temporary parking permit from parking services to eliminate getting ticketed.

B. Renter may choose to pick up the rental car at the Newport office at 1746 Monmouth St. or any local Enterprise. Parking may be available to leave their personal car for free. A night drop box is available to leave keys if returning after 6 pm.

Return- (NKU to Enterprise)

1. A. Renter **must** contact Enterprise when they are done with rental in order to **stop charges**. Enterprise does not track expected return dates because they often change.

B. NKU renter **must** return rental car/ van to the **Welcome Center Parking Garage next to PARKING SERVICES building** and give the level inside the garage the vehicle is parked (Top level is easiest if space is available).
Keys must be placed in the Enterprise Rent A Car **key drop box located on the corner of the Parking Services building closest to the parking lot.
****Failure to park vehicle in Welcome Center Garage may result in possible citations. Parking citations will not be paid by NKU. Citations made due to failure to return the car to the appropriate lot will be the responsibility of the individual renting the car.**
2. If NKU renter would prefer to return car to Newport location, free transportation is available between 8am and 530pm M-F. The advantage to this is the renter and NKU is then relieved of responsibility of the rental car and renter can get a copy of their bill. Should renter not be able to return by 6pm, there is a night drop box available at the Newport location.
3. On **Friday** evening returns, renter will be responsible for getting car to Enterprise location in order to not get charged for the weekend. If returned by 5pm, Enterprise can drive renter back to NKU campus free of charge. After hours (6pm) returns and be put into the night drop box located on the north side of the Newport Enterprise location (signage on building).

****12 passenger van rates:** \$99.42/day \$509.99/week Monday -Thursday**

Note: *per NKU Contract Agreement* Friday rentals that are delivered by 1pm and returned to the Enterprise branch in Newport by 1pm Saturday will bill for 1 day @ \$99.42. Van rentals that begin on Friday after 1pm or Saturday morning and are returned on Saturday by 3pm to the Enterprise branch (drop box) will be charged out \$129. Vans rented Friday afternoon or Saturday morning and returned after 3pm will be charged 2 days @ \$99.42.

For questions or further details feel free to contact us at 859-431-2828. To get a **copy of your receipt** go to Enterprise.com and click on the "Rent A Car" tab. Fill in required fields.
We appreciate our business partnership with NKU.