



## MEMORANDUM

**DATE:** January 19, 2023  
**TO:** Faculty and Staff  
**FROM:** Michael Chavez  
 Assistant Vice President and Chief Procurement Officer  
**SUBJECT:** Enterprise Business Rental Program Update

The pandemic has impacted the car rental industry in many ways and therefore, Enterprise Rent-A-Car has made changes that affect our car rental program. Please review the following updates, which are effective immediately, to ensure you are aware of the modifications.

- Most notable changes:
  - **Enterprise Vehicle Drop Off Fee (New): \$25.00 for every vehicle dropped off on campus**
  - **Enterprise Vehicle Pick-Up Fee (New): \$25.00 for every vehicle picked up on campus**
  - *Note: The reason for the new charges is it takes two people from Enterprise Rent-A-Car to deliver and pick-up vehicles.*
- Please note that rental charges **do not** stop until Enterprise has the vehicle back in their possession. It is also important to be aware of the following details:
  1. Enterprise Rent-A-Car, located on Brundage Lane, will only pick up vehicles during their business hours – listed at the bottom of the memorandum.
    - a. When vehicles are returned to campus, rental charges will stop the next business day.
    - b. If vehicles are returned to campus on a weekend, rental charges will not stop until Monday morning. NOTE: If Enterprise has to pick up a vehicle from campus, the \$25.00 fee will be applied.
    - c. Please email [Hannah.N.Haroutian@chi.com](mailto:Hannah.N.Haroutian@chi.com) or call 661-326-0056 (at the prompt dial \*) during business hours when a vehicle is ready to be picked up from campus.
  2. Travelers can pick up and return vehicles to the Enterprise Rent-A-Car location on Brundage Lane, during their operating hours, at no additional cost.
    - a. Please note that charges will stop immediately if vehicles are returned to the Enterprise location on Brundage Lane during their business hours.
  3. Travelers also have the option to call Enterprise and request a shuttle service at no additional cost. The shuttle service is only offered to and from Enterprise Rent-A-Car on Brundage Lane and the CSUB main campus. **Travelers must provide Enterprise with a 2-hour minimum notice for shuttle requests.**

Please contact Felisitas Alvarado at 654-2535 or email [accounts\\_payable@csub.edu](mailto:accounts_payable@csub.edu) if you have any questions.

**2911 ENTERPRISE on BRUNDAGE LANE OPERATING HOURS**

	OPEN	CLOSE
<b>Monday - Friday</b>	<b>8:00 am</b>	<b>5:00 pm</b>
<b>Saturday</b>	<b>9:00 am</b>	<b>12:00 pm</b>
<b>Sunday</b>	<b>CLOSED</b>	