



**Once You Have Rented Your Vehicle/Vehicle Pick-Up:**

There are 4 (four) Enterprise parking spots on campus:

Four (4) at the Shasteen Building; at the end of Hannum Street

Enterprise will pick you up for your reservation upon request as we are located on 314 N 2<sup>nd</sup> St (across from F&M Bank Arena)

You will have to show proof of APSU employment. If you are in the Emerald Club or have a Direct Bill set up you can return your rental at Public Safety Dispatch (Shasteen) if you are returning outside of business hours (a benefit of becoming a member). We also offer a drop off service where we can provide you a ride back to your office or home.

When you return a vehicle to Shasteen/Public Safety Office, you will need to send an email to the following two (2) email addresses:

[Enterpriserentacar-567A@ehi.com](mailto:Enterpriserentacar-567A@ehi.com)

&

[Crystina.Backes@ehi.com](mailto:Crystina.Backes@ehi.com)

Within the email, make sure to include date, time of return, mileage and location of returned vehicle.