

DEPT CIVIL AND ENVIRONMENTAL ENGINEERING
Non Instructional Vehicle Rental Request Form
 (Request a minimum of 2 weeks prior to use)

Requested by:		Date:	
Email:		Phone:	
Organization/Group:			
Account to be Billed:			
Reason for Rental			
Chart String:			
RESERVATION INFORMATION			
(Note: All drivers of vehicles must be 21 years of age or older)			
Name of Driver			
Additional Driver(s)			
Number of Passengers:			
Number of Vehicles requested:			
Types of Vehicles:	1.		
	2.		
	3.		
	4.		
Depart Date:		Depart Time:	
Return Date:		Return Time:	
Destination			
To Be Completed by Jackie Garcia			
Vehicles Rented From:			
Estimated Cost:			

In order to provide prompt service, please complete this request and forward to the Undergraduate Advisor, Mitzi Stevens (stevens3@berkeley.edu). After Departmental approval, the form will be forwarded to Jackie Garcia (jacquelyn.garcia@berkeley.edu), she will complete the process and notify you regarding your reservation