

**CIVIL & ENVIRONMENTAL ENGINEERING DEPT.
 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: | | | |

Complete this request and forward to the Undergraduate Advisor in 750 Davis Hall. 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.