

Enterprise-Dartmouth Local Program

Local car rental service is available through Dartmouth's Enterprise Rent-A-Car, 1 Glen Rd, West Lebanon, NH between 8:00am – 5:00pm.

Plan Ahead: We recommend that you book reservations with as much advanced notice as possible, so that the quantity and types of vehicles needed can be made available. All reservations are subject to vehicle availability. Vehicles that show “unavailable” on the booking site are sold out.

Dartmouth Approved Drivers: All Dartmouth College Business Rental Drivers must be “[Dartmouth Approved Drivers](#)”.

Reservations: Reservations should be made online at: [Enterprise - Dartmouth Local Program](#). Each vehicle rented requires its own reservation. There are 3 options for booking a local Dartmouth College Business rental depending on who is the renter and how the car rental is being paid.

Staff Paying by Credit Card	Student Business Travel: Paying by Chart String	Student Organization Pilot Program: Paying by Credit Card
<ul style="list-style-type: none"> Staff and Faculty who are using a corporate or personal card (only if not issued a corporate card) in renters' name. Payment must be provided onsite at 1 Glen Rd, West Lebanon, NH between 8:00am – 5:00pm 	<ul style="list-style-type: none"> Rate, taxes, fees, and surcharges billed directly to Dartmouth College For use by Student Approved Drivers only 	<ul style="list-style-type: none"> Outdoor Program, Club Sports, Center for Social Impact Departments For use by Student Approved Drivers only Rental charges are billed to the credit card on file, which does not have to be available at pick-up *

Vehicle Pick-up versus Delivery

Pick-up	Delivery Service
<ul style="list-style-type: none"> Vehicles may be picked up and returned at our West Lebanon location with no additional fee. There is a free bus service option through Advanced Transit. The orange route runs from Dartmouth to Enterprise in West Lebanon. Click here: Orange – Advance Transit for more information. Ride services are available Monday-Friday 8:30am-4:30pm at no additional charge for renters who would like to pick up/return at the West Lebanon location and need transportation locally. If you would like a ride, please contact the local Enterprise office to schedule it at 603-298-0218. 	<ul style="list-style-type: none"> Delivery and collection will be subject to a \$50 delivery and \$50 collection fee. Vehicle delivery to Dartmouth “A” Lot will be between the hours of 11:00am– 3:00pm Monday through Friday. Location may be scheduled by the renting group 48 hours in advance of the reservation date. Deliveries requested outside of the 11:00am-3:00pm delivery window will be handled on a case-by-case basis. The delivery window is necessary to ensure that Enterprise employees are available to assist customers during their peak volume hours at the West Lebanon location.

Rental agreements via email are not available for vehicles delivered to “A” lot. A hard copy rental agreement will be provided.

- To provide an electronic rental agreement our mobile tablet must be used to complete the rental transaction. “A” lot does not have the connectivity required for the tablet to operate, therefore a hard copy rental agreement must be completed at the location and delivered with the vehicle to “A” lot.

Rental charges begin and end during business hours Mon-Fri 8am-5pm. 24 hours equals one day of rental.

- Saturday hours are not currently available. Enterprise will communicate with Dartmouth without delay when a timeline to open on Saturdays becomes available.
- Vehicles should return with the same amount of fuel present at pickup/delivery. A refueling charge above market price is collected on vehicles returned without the proper amount of fuel. *

Receipts are available online at: [Enterprise - Dartmouth Local Program](#).

- The renter's last name and driver's license number is required to obtain a receipt online.
- Receipts can also be emailed by contacting the location at 603-298-0218.
- Please allow 48 hours for receipts to become available for vehicles returned after hours at our location and/or vehicles returned to “A” lot.

If you have questions concerning operational procedures, please contact Kevin Kurz kevin.m.kurz@ehi.com or Talia West talia.a.west@ehi.com