

Enterprise Reservation & Rental Guidelines

- **Until further notice, all rentals for the Enterprise branch in Clarion, PA location will be handled by the Enterprise branch in Seneca, PA.**

RESERVATIONS – It is currently recommended that you book at least 10 days in advance of your trip.

BOOK ONLINE: (Preferred Option)

1. Please go to www.enterprise.com and begin to “Reserve a Vehicle”.
2. Enter the Seneca, PA location and select the exact dates/times for your desired rental period.
 - You will need to pickup and return during Enterprise’s business hours.
3. Enter one of the following Clarion University account numbers, based on the purpose of your trip:
 - XZ40312 (Business Travel Only)
 - XZ40313 (Personal Travel Only)
4. A confirmation will be sent to the email for the traveler after booking.
5. If you need delivery service to the Enterprise in Clarion or the Clarion University campus, please call our Seneca Enterprise location at 814-271-3045, select option #4, and provide your reservation number and request for delivery.

BOOK BY PHONE:

1. Call the local Enterprise Branch (Clarion) at 814-271-3045 and select option #4.
2. Provide the appropriate account number based on the purpose of the trip:
 - XZ40312 (Business Travel Only)
 - XZ40313 (Personal Travel Only)
3. You will need to provide the name, phone number, & email address for the traveler.
4. Advise if the traveler will be picking up the vehicle at the Enterprise branch, or if the vehicle will need to be delivered to the Enterprise branch in Clarion or the Clarion University campus.
5. A confirmation number will be provided verbally.

RENTALS and RETURNS

- Delivery service is available between Monday thru Friday from 10:00am – 3:30pm.
- You must provide at least 24 hours notice if you need the vehicle delivered to the Enterprise branch in Clarion or the Clarion University campus.
- If you have requested delivery service, you must be available to meet the Enterprise employee at the agreed upon time, with your valid driver’s license upon delivery of the vehicle.
- If you need to keep the vehicle longer than designated on your original reservation, you must notify Enterprise.
- One-way rentals must be approved by Enterprise. All one-way rentals will be charged a fee based on distance and return location.
- Upon return from your trip, please notify the Enterprise location of the vehicle drop off.
- If returning outside of Enterprise business hours, rental charges will stop on their next business day (hours listed below).

ENTERPRISE – SENECA OFFICE HOURS & PHONE

Monday – Friday: 8:00AM to 5:00PM

Saturday: CLOSED

Sunday: CLOSED

Phone: 814-271-3045 ext. 4

RECEIPTS:

Receipts can be obtained at <https://www.enterprise.com/en/reserve/receipts.html>, within 2 business days of returning your vehicle.

PERSONAL RENTALS:

Clarion University employees can rent a vehicle for private use at the same great discounted rates. Just book using discount code: XZ40313

EMERALD CLUB LOYALTY PROGRAM

It is recommended that travelers enroll in the Emerald Club loyalty program. Benefits include priority service, convenience, and rewards at both Enterprise & National brands.

Enrollment is quick and easy using this link: https://www.nationalcar.com/en_US/offer/XZ40312

*Updated May 2022