

MOTOR POOL RESERVATIONS

Reservation Number: _____

Evanston campus:

2020 Ridge Avenue, Dock 9
Evanston, IL 60208-4325
Reservations: 847/491-5075
Fax: 847/467-2188
E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Chicago campus:

Abbott Hall 710 North Lake Shore Drive, Room 100
Chicago, IL 60611 Mail Code A-331
Reservations: 312/503-8129
Fax: 312/503-9243
E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Date of Request: _____

Vehicle Type: _____

Number of Passengers: _____

Pick Up Date: _____

Pick Up Time: _____

Return Date: _____

Return Time: _____

Destination (City, State): _____

Name of Driver: _____

Faculty/Staff _____ **Student** _____

Contact Person: _____

E-mail Address: _____

Campus Phone Number: _____

Campus Fax Number: _____

Campus Address: _____

Name of Department or Organization: _____

Name of Department Chair or Organization Advisor: _____

CUFS or SOFO Number: Fund ____ Area ____ Org ____ Sub Org ____ Obj 5630

Confirmation Needed?: Yes _____ No _____

Special Notes: _____

Note for Student Drivers:

- Student drivers must complete Risk Management's Defensive Driving Course. To register, call Risk Management at 847/491-3253.
- Student drivers must present a letter of authorization on department letterhead designating them as having departmental permission to drive the vehicle.
- SOFO reservations require the "Organization Authorization for University Vehicles" form to be faxed to Motor Pool, in advance of the reservation date. Motor Pool fax numbers are 847/467-2188 for Evanston and 312/503-8129 for Chicago.
- Vehicles shall not be operated out of a 150-mile radius during the week. On weekends, the operating radius is extended to 300 miles with an overnight stay. For exceptions, call Risk Management at 847/491-4334.