



MASOB Salt Lake City KeyValet Vehicle Rentals

Overview

Located at 195 N 1950 W in Salt Lake City, the KeyValet vehicle rental system is to be used by State employees when your department doesn't have a vehicle available for your business needs. KeyValet rentals are charged based on the size of the vehicle reserved and on a 24 hour basis. Rentals must be picked up within 30-minutes before or after the reserved time. If this time has lapsed, your reservation will be automatically canceled and a new reservation must be made. On demand reservations can be made by using the web link found below. Rentals are first come, first served and there will be a limited number of vehicles available, so plan ahead accordingly.

How to get access to the KeyValet

Speak with your fleet manager to get KeyValet permission added to your Operator ID. [Fleet Manager List by Department](#)

Driver's Responsibilities

- To learn how to reserve a vehicle, please use the following link - [Rent a Vehicle](#)
- Before starting your trip, complete a quick walk around of the vehicle and report any damage, excessive dirtiness, cracked windshield, bad tires or fuel not on full to: 855-358-8824 opt. 1.
- Use the vehicle's fuel card found in the glove box or center console to fill the car before returning. **Even if traveling a short distance, refilling the vehicle is required.** When prompted for a PIN at the fuel pump, input your State employment ID number, then when prompted for "mileage" enter the actual mileage found on the vehicle's odometer.
- Before returning your vehicle, remove all belongings and trash from vehicle. If a car wash is needed after your rental, you can use the fuel card to purchase a car wash at gas stations that have automated car washes. Purchase the car wash at the time of refueling when prompted at the pump.
 - Fees-
 - Failure to input the correct driver PIN number and odometer reading at the fuel pump, or failing to fuel the vehicle before returning - **\$50.00**
 - Not canceling a reservation - **The cost of a 24 hour rental**
 - Returning the vehicle excessively dirty - **\$40.00**



Hours

Weekdays 8AM-5PM

-24/7 access given on a case by case basis

***Access to the MASOB and the gated parking lot can be given by Esther Altop estheraltop@utah.gov or Bob Spohr bspohr@utah.gov.**

