

ODR Equipment Request Form

KIRTLAND AIR FORCE BASE OUTDOOR RECREATION RENTAL EQUIPMENT CONTRACT AND WAIVER

Check out/Return dates are requests until confirmed by ODR Staff. ODR Staff will call you to confirm request, payment, and pick up details.
Please fill in form as completely as possible, this will save phone time during confirmation call.

ROM Rental Form: M/W/F 1000-1200ONLY
 (THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974)

PRIVACY STATEMENT

AUTHORITY: AFI 33-332, THE AIR FORCE PRIVACY AND CIVIL LIBERTIES PROGRAM

PRINCIPAL PURPOSE: Collect payment information and obtain patron agreement for use and release of liability for the use of Outdoor Recreation (ODR) equipment.

ROUTINE USERS: Used by ODR personnel to document individual user understanding and agreement to use rules, agreement to restitution and late fee collections, and release of liability, claims, demands, actions or causes of actions.

DISCLOSURE IS VOLUNTARY: Furnishing requested information is voluntary; however, failure to provide this information could preclude customer from use of ODR equipment. The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the privacy act, AFI 33-332.

Check-Out Date:	Time:	Return Date:	Time:
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First Name	Middle Initial	Last Name
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Home Address

City	State	ZIP
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Work Phone #	Home Phone #	Cell Phone #
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E-mail Address:

Organization/Unit

Status: Active Duty Retired Military Reserve Civilian

Base ID/DOD ID#

Procedure: 1. Check the list-not all items available with Curbside Service. 24 hours needed for new requests. 2. Email completed form to: wesley.manyak@us.af.mil and kirtland.odr@us.af.mil 3. An ODR Staff will call, confirm your reservation, take payment, and confirm your pick up/return dates/times.

Equipment Pick Up Info: Monday, Wednesday, Friday 1000-1200. Parking lot by outdoor pool.

Equipment Return Info: Monday, Wednesday, Friday 1000-1200. Parking lot by outdoor pool.

-- Reservation not complete till payment & pick up appointment are completed. Any equipment that is not available upon pick up for any reason ODR staff will chose an equal substitute if available. (refunded if none available)

Please Fill in with Requesting Items

Rental Item	Weekly Rate	Item Notes	Qty	Total

Date:	Cashier's Initials:	Payment will be taken at time of confirmation - we take MC/Visa/AmerEx	Paid:
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ODR Equipment Request Form

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. **EMAIL COMPLETED REQUEST TO: wesley.manyak@us.af.mil**

Customer's Rental Equipment Waiver will be kept on an active file for one calendar year. Use of this rental contract/waiver as the customer means I understand and agree to all of the terms and conditions herein

I CONFIRM AGREEMENT AND UNDERSTANDING OF BELOW STATEMENTS

Equipment will be picked up at the back side/North side of the CORE Bldg/ODR at the Bay Area: **Requested Pick up Date/Time:** _____

-No Refunds given once reservation is confirmed/paid/processed, unless item unavailable at time of pick up.

-I understand that I will not receive any refund if I return rental equipment before the indicated return date on this form.

-Curbside check out and drop offs are M/W/F 1000-1200 ONLY. Pick ups and returns at parking lot behind outdoor pool and club.

-Please have military ID ready at pick up location to confirm reservation.

-Your Requested Return Date/Time is: _____

-If you miss your return day, you will be charged a late fee equal to the first day rate for each day late. You will need to call to arrange a new return day.

-Each user is responsible for the equipment once you have been given the equipment until it is properly returned and inspected by ODR staff. (used or not)

-Customer agrees to pay Full Replacement Cost for ANY lost, stolen, or damaged items.

-No refunds will be given in the event that equipment cannot be used due to inclement weather, acts of God, or unsuitable conditions.

-All equipment must be returned in the same condition as issued; clean, dry, and with all pieces. A cleaning fee will apply to all items returned dirty or wet. All equipment not returned in the same condition it was provided will be charged a minimum \$50 service/fix fee as well as any part costs, staff time, etc.

-Do not return/leave any ODR equipment outside in the parking lot for drop-off. Person has to be present at pick up and drop off.

-All equipment is checked periodically for any mechanical/aesthetic issues and is noted and or logged. Please do not do any alterations/modifications to equipment, no reimbursements will be issued and you may incur additional fix/service costs.

Personal Property/Liability:

I understand that ODR, 377 Force Support Squadron, nor their agents are responsible for loss or damage to personal property and will not be held liable for personal injury.

Training Requirements:

Customers must provide training documentation prior to renting White Water Kayaks, and Climbing Equipment. ODR staff will verify training requirements. Please email proof of training with request.

By signing below; I acknowledge that I have read and understand all of the statements and conditions herein.

Customer's Signature: _____ **Date:** _____

Thank you for your Patronage, we appreciate you and hope everyone stays safe. If for any reason you become sick or show signs of Covid-19 while you have our gear, please call for a new return appointment. We are here for you, working hard to keep us all safe, healthy and able to recreate.

Rec On, Rec Safe!

ODR Staff