



KIRTLAND OUTDOOR RECREATION

KIRTLAND AIR FORCE BASE OUTDOOR RECREATION RENTAL EQUIPMENT CONTRACT AND WAIVER

(Return Equipment no later than 1400 on Return Date)

(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.

Equipment Check-Out Date:

Equipment Return Date:

First Name	Middle Initial	Last Name
------------	----------------	-----------

Home Address

City	State	ZIP
------	-------	-----

Primary Phone #	Secondary Phone #
-----------------	-------------------

E-mail Address:

Organization/Unit

Status:
 Active Duty
 Retired Military
 Reserve
 Civilian

Base ID Number: _____

OFFICE USE ONLY

Rental Item	Daily Rate	3 Day Rate	Weekly Rate	Item Price	Qty	Total
Total Due:						
Date:	Cashier's Initials:	Cash	Check	Charge	50% Paid:	
Date:	Cashier's Initials:	Cash	Check	Charge	Total Paid:	

KIRTLAND OUTDOOR RECREATION

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. DO NOT SIGN THIS FORM UNLESS YOU FULLY UNDERSTAND ITS TERMS AND OBLIGATIONS.

Customer's Rental Equipment Waiver will be kept on an active file for one calendar year. By signing this rental contract/waiver the customer understands and agrees to all of the terms and conditions herein.

INITIAL BY EACH STATEMENT

_____ Equipment may be picked up any time during normal business hours on pick up date.

_____ Reservable rental items require **50% payment** at time of reservation that is **NOT REFUNDABLE**. The remaining balance will be paid in full at time of item pick-up.

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

Each user is responsible for checking equipment before leaving ODR.

_____ After the rental equipment leaves ODR, customer is responsible for the items until returned, and inspected by ODR staff, whether or not the equipment is used.

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.

_____ Equipment rental begins at the time of issue and **must be returned on the due date no later than 1400 hours on weekdays and 1100 hours on Saturdays**. Equipment received after these hours will be considered late, and will be charged. Late fees equal to the 1st day rate of each rental item will be charged for each day the equipment is late.

_____ A late fee will be charged on ALL late returns. **NO Exceptions!**

_____ 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 such as bounce castles, canopies, etc. not returned in the same condition it was provided (i.e., rolled, organized, clean, dry and racked) will be **charged a minimum \$50 service/fix fee**. Trailers and larger items can incur extra charges on top of the fix fee such as part costs, staff time, etc.

_____ All Rental equipment must be returned to ODR staff during office hours. Rental equipment left unattended outside the facility will result in first day rate charge of each rental item/s.

Customer must check in at the front desk before loading and unloading equipment.

_____ All equipment is checked periodically for any mechanical/aesthetic issues and is noted and/or logged. No reimbursement will be issued, should any alterations/modification be made.

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. ODR staff will verify training requirements.

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

Customer's Signature: _____

Date: _____