

PRESIDIO OF MONTEREY OUTDOOR RECREATION

BIKE CHECK-OUT FORM

Outdoor Recreation & Leisure Travel Services
 242 Fort Mervine Place, Suite 1, Monterey, CA 93944
 Phone 831-242-5506 // Fax 831-242-6310

Return Date ____/____/____



ALL BIKES, BIKE RACKS, AND CHILD TRAILERS = \$20 DAILY RATE
WEEKLY RATE = DAILY RATE x 4

Sponsor Name _____ Rank _____ Branch _____

ID Type: _ ____ Expiration Date ____/____/____ Unit/Organization _____ / Address _____ City _____ State ____ Zip code _____

Phone () ____ - ____ Alternate Phone () ____ - ____ Fax () ____ - ____ / Email Address _____

Note: Customers must read the Bike Check-Out SOP on page two of this package PRIOR to initialing and checking out equipment.

Bike Number	Bike/ Trailer Type	Remarks (pre-existing damage, dirt, etc.). Write "None" for no issues.	Customer Initials	Daily Price	Sub-Total

SUBTOTAL: \$

*Accessories	Quantity	Remarks (pre-existing damage, dirt, etc.). Write "None" for no issues.	Customer Initials	Daily Price	Sub-Total
* Helmet					
* free with bike rental					
Lock and Cable					
Tail Light					

SUBTOTAL: \$

<i>Discount / Adjustments</i>	\$
Total Price:	\$

Date out ____/____/____ Staff Initial _____ Date In ____/____/____ Staff Initial _____

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BIKE CHECK-OUT STANDARD OPERATING PROCEDURES (SOP)

Customers shall be held accountable for the bike and accessories that they are checking out from the time they remove the equipment from the Outdoor Recreation facility to the time they return to the same facility AND an Outdoor Recreation staff member properly receives, inspects, and signs that the equipment is clean, undamaged, and in working condition.

If the property is damaged, excessively dirty, or has any missing parts, the customer's credit card shall be charged for the full cost, including labor, to return the bike to the condition in which it was rented.

By initialing next to each item on the check-out form, the customer is confirming that the following items are intact, in operational condition and the below inspection procedures have been performed.

- ___ **Handlebar position** – Tight and properly aligned with the front wheel.
- ___ **Caliper hand brakes** – Levers do not touch the handlebars before the brake pads are fully engaged and the wheel is locked.
- ___ **Seat and Seat Post** – Seat is level with patron's hip and seat post is secured.
- ___ **Pedals** – Firmly secured to the crank arms and turn freely.
- ___ **Wheels** – Wheels are straight and do not rub against any part of the frame, fender or brakes. All spokes are intact; Pick up bike and spin each wheel.
- ___ **Tires** – Within correct tire pressure ranges; Tires should not flatten when patron is seated.
- ___ **Chain** – Taught, with a finger's width (1/2") of sag; it should not be too tight or too loose.

Customer to read and sign:

I have received and read the POM Outdoor Recreation (ODR) Bike Check-out Standard Operating Procedures (SOP) and Addendum and agree to and am completely aware of all provisions therein. I agree to indemnify and hold harmless the Department of Family Morale, Welfare and Recreation (DFMWR), Presidio of Monterey, U.S. Army, Department of Defense, and U.S. Government from any and all costs, charges, claims, demands and liabilities of any kind arising from the use of, participation in, or involvement with DFMWR facilities, equipment, services, or programs. I understand my credit card will remain on file and I shall be held financially liable for further charges for cleaning, damage, or late departures as explained in the aforementioned SOP.

Customer Signature _____ Date ____/____/____

END OF BIKE CHECKOUT SOP