



Presidio of Monterey Outdoor Recreation Equipment Checkout



www.mwrmonterey.com under transportation services

Trailer Reservation Form

Customer Last Name _____ **Trailer Type** _____

Sponsor Name _____ Rank _____ Branch _____

Eligibility Type: _____ Military ID Expiration Date ____/____/____

Unit/Organization _____

Address _____ City _____ State ____ Zip code _____

Phone _____ Alternate/Emergency Phone _____ Fax _____

Email Address _____

***IMPORTANT:** Prior to rental date, all customers must have a hitch inspection on the vehicle with which they will tow the rented trailer. All customers renting a trailer from POM ODR shall possess a valid tow hitch inspection card indicating the maximum size trailer authorized by ODR to pull said trailer. No other vehicle shall tow the trailer and the above sponsor shall take full responsibility for any damages and liabilities as a result of improper use and/or transport of the trailer/camper.*

ODR reserves the right to deny the check-out and use of any trailer to any customer for reasons of personal safety and prevention of equipment and/or property damage.

Make/Model/Year of Vehicle _____ License Plate _____

Hitch Inspection Completed and staff verified tow-hitch inspection card for towing vehicle?

Staff Name / signature / date

Today's Date ____/____/____ Due Date ____/____/____

Reservation Date ____/____/____ **Check out staff initials:** _____

NOTE: Person named above who is renting an ODR trailer: Must be an authorized user of MWR facilities and services as outlined in Army Regulation 215-1, Section 7. Must agree by signature and/or initial all rental policies and conditions described in this contract.

	<i>First Day</i>	<i>Daily After 1st Day of Rental</i>
(Check the trailer being rented to the left)		
Large Scamp (16 foot) Camper Trailer (Two Scamps avail: 7 & 8)	\$95	\$45
SCAMP (13 foot) Camper Trailer (three Scamps avail: 4, 5, & 6)	\$55	\$25
Haulmark 6' X 14' Box Trailer (Cargo Hauler).....	\$55	\$25
Wells Cargo 5.5' X 9.5' Box Trailer (Cargo Hauler).....	\$50	\$20
Open Utility Trailer - Diamond C	\$30	\$15
Motorcycle Utility Trailer	\$30	\$15

TO BE COMPLETED BY DFMWR OUTDOOR REC STAFF ONLY		
1st Day Rental	\$ ____ / 1 st Day	\$ ____
Daily After 1st Day of Rental	\$ ____ X ____ Days	\$ ____
Damage / Cleaning Deposit	\$300.00	
TOTAL PRICE: \$ _____		

Note: Daily rental fees are based on 24 hour periods.

Refunds: Cancellations more than 7 days = 80% refund; 7-3 days prior = 50%; within 3-days prior = no refunds.



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Recreational Vehicle/Boating Safety Customer Certification

Please read the below policy provisions thoroughly and initial on the line in front of each, indicating you have read, and fully understand each provision. Once you have initialed each provision of this Customer Certification page, please sign, date, and complete the required information at the bottom of this page.

I, (print name) _____ understand and/or certify that:

- 1) I have read and fully understand this entire contract/SOP and all policies therein.
- 2) If applicable, I have been provided the specific ODR Camper Trailer (for the Mavric, Jayco, Coleman, or Scamp) Information & Policy packet and have signed and understand all policies and limitations specified therein.
- 3) I currently possess and will maintain the minimum insurance coverage required by the State of California that covers damage and liability to a rented travel trailer, boat & trailer, or utility trailer.
- 4) I have read and understand the guidelines and safety regulations concerning use of propane fueled appliances. And I further understand the risk of carbon monoxide poisoning and fire related injuries that result from the improper use of these appliances (Ref: Recreation Vehicle Safety in this SOP).
- 5) ODR requires a \$300 or \$500 refundable security deposit required at the time of departure. Additionally, my credit card shall be held in file and may incur additional charges to cover any damage and/or cleaning fees to return property to the condition in which it was checked out. When you return the unit to us in acceptable condition, we will return your deposit to you.
- 6) Operating lanterns, mobile heaters, and any open flame (i.e. candles, incense, etc) are prohibited inside campers.
- 7) Travel trailers with water/waste storage tanks must be returned with all tanks empty. If not, a fee of \$100 shall be deducted from your deposit.
- 8) Smoking is strictly prohibited in any enclosed camper or trailer. If there is indication of smoke odor, a fee of \$50 shall be deducted from your deposit.
- 9) NO PETS are allowed in the travel trailers. Any indication of pets, such as odor, pet hair, or stains shall incur a fee of \$150 to clean or replace damaged items.
- 10) Towing a trailer requires me to adjust my driving speed and habits in accordance with local laws and to avoid damage to property or personal injury.
- 11) I must have a current ODR Tow Hitch card that specifies the customer vehicle as the only authorized vehicle to tow ODR trailers. If any unapproved vehicle has towed the trailer, any resulting damage to property or injuries shall be the full responsibility of the customer and not Presidio Outdoor Recreation.
- 12) There are inherent risks involved with towing trailers and will comply with all federal and state regulations regarding safe driving and operation of towed equipment. I recognize POM ODR strongly recommends that customers DO NOT tow trailers in hazardous conditions or poor weather. As such, I take full financial responsibility of all property damage or personal injury, no matter how minor.
- 13) ODR recommends these trailers operate in California and Nevada only and ODR strongly discourages the taking of any ODR property outside of these two states. If any ODR property is taken outside of California or Nevada and the customer is unable to bring said property back to the ODR facility for any reason, the customer shall be 100% financially liable to have the vehicle safely returned to ODR's maintenance yard at the Ord Military Community, Seaside California.

Violation of policies stated in this SOP terminates all conditions, excluding financial obligations, of your rental agreement, places you responsible and will result in termination of future usage.

I certify and acknowledge that I have read, understand, and will comply with the above stated USAG Presidio of Monterey FMWR Outdoor Recreation vehicle rental policies.

Customer Signature

Date

Customer Name (Print)

Unit or Organization



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VEHICLE INSURANCE

We strongly recommend you contact your insurance company and verify that your existing insurance policy will provide coverage for the rental of a Presidio of Monterey trailer/camper, and if not, that you obtain an endorsement to your policy that will provide insurance during the rental period. Proof of that insurance coverage is required to be provided at the time of booking. If proof of insurance is not provided then under the SOP section 4c, 5b, and 6a the signature below confirms my statement of intent to self-insure under the SOP regulations.

You need to be aware that any damage to this equipment or to a third party could result in your being held liable for any damage or injury. If you do not understand or have questions, please talk to an Outdoor Recreation Equipment Center Staff.

I have read and understand the above statement.

Customer Name _____

Customer Signature _____ Date ____/____/____

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, in consideration for the opportunity to rent and use equipment from the installation Family Morale, Welfare & Recreation Support Fund hereby agree, on my behalf, my heir, executors and administrators, to release the United States, its officers, agents, employees, and instrumentality's from any and all injuries or damage to United States personnel or property or for any suites or damage claim filed against the United States which may result from my use of the rented property. I agree that I will exercise reasonable care in use of the equipment and will return the same to the Installation Family Morale, Welfare & Recreation Support Fund in the same condition in which it was received from the fund.

I have read and understand the above statement.

Customer Name _____

Customer Signature _____ Date ____/____/____

I acknowledge receipt of the SOP. I certify by my signature that I have carefully read all the documents contained in the SOP and understand its terms and conditions. I agree to abide by all policies, stipulations, and decisions of ODR, BRD, and DFMWR. I also accept the terms and fees stipulated above.

I have read and understand the above statement.

Customer Name _____

Customer Signature _____ Date ____/____/____

Personal data is solicited under the authority of 10 USC 3012 and Executive Order 9793. SSN is to be used to insure proper identification. Other information is used to determine eligibility for participation in ODR programs. MSA disclosure is voluntary, but failure to disclose all or part may preclude participation in activities or use of equipment.



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CUSTOMER TRAILER PRE-CONDITION CHECKLIST

TRAILER/CAMPER _____ DATE CHECKED OUT: _____

OPERATOR'S NAME (print): _____

UNIT/ACTIVITY: _____ Contact Phone: _____

OPERATOR'S SIGNATURE: _____

Prior to use of any of the above cited trailer/camper, the operator named will check each item listed below approving of safe and serviceable condition. If you check the item, you are verifying that the item is in good condition and operable. If not, do not check and make a notation adjacent to the item and detail on following page.

I. EXTERIOR OF TRAILER/CAMPER:

1.	()	Wheels and tires -
2.	()	Hitch and wiring-
3.	()	Leveling jacks -
4.	()	Windows -
5.	()	Gray and Black Water tanks and associated lines -
6.	()	Fresh water tank and associated lines -
7.	()	Propane tanks and associated lines and fittings -
8.	()	BATTERY (terminals, electrolyte level, check spark plugs, wires) -
9.	()	Cleanliness -

II. INTERIOR OF TRAILER/CAMPER

1.	()	Flooring is clean and undamaged -
2.	()	Cabinets & drawers are in working order and have functioning handles and hinges -
3.	()	Kitchenette sink is clean and functions properly -
4.	()	Stove -
5.	()	Refrigerator -
6.	()	Bedding -
7.	()	Doors and windows -
8.	()	
9.	()	

Customer Initials



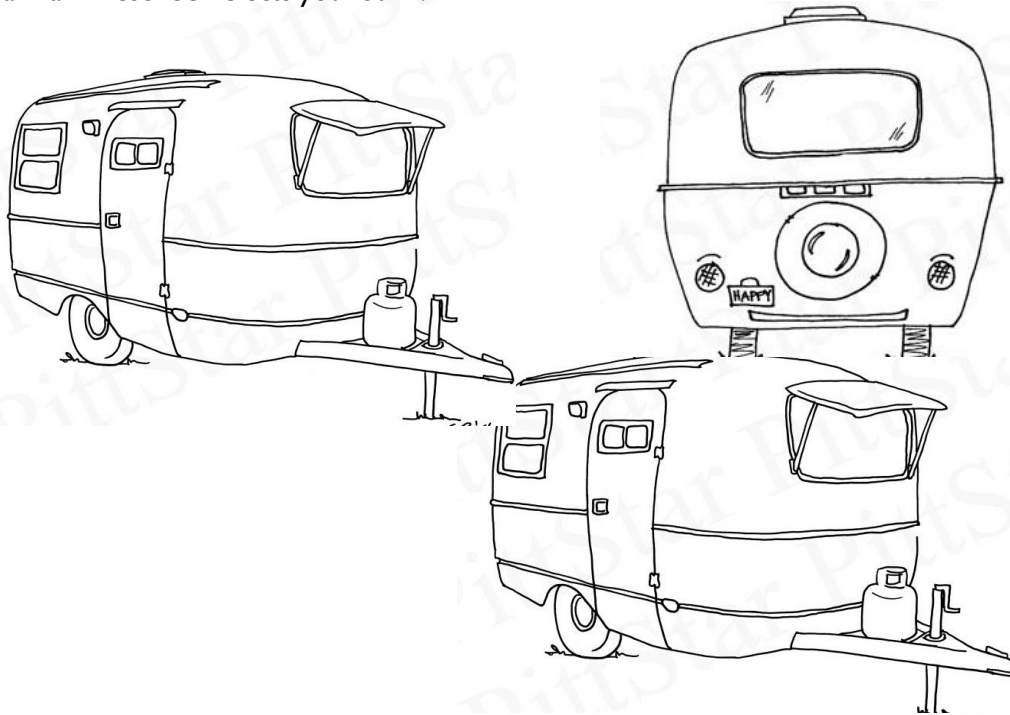
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CUSTOMER TRAILER CONDITION DEFECT NOTATIONS

Mark and describe defects you found.



- C = CUT
- B = BRUISE
- H = HOLE
- D = DENT
- BR = BROKEN
- M = MISSING
- S = SCRATCH
- P = PATCH
- X = UNCLEAN

The customer claims only the following defects and/or cleanliness deficiencies during the pre-checkout inspection -- no other issues have been noted.

I. TRAILER/CAMPER BODY CONDITON:

II. TRAILER/CAMPER INTERIOR

III. OTHER INVENTORY ITEMS

(Check adjacent to item if present)

- Fire Extinguisher
- Battery Box Cover w/ Strap
- Front Window Rock Guard
- Window Curtains
- Table Leg
- Bunk Bed Supports (2)
- Leveling Jack Bar

- Electrical Adaptor
- Owner's Manual
- Cutting Board
- Jack
- Lug-nut Wrench

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Customer Initials



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Trailer Agreement & Release Liability

Policy

- Cancellations less than 30 days and more than 7 days prior shall incur a \$50 cancellation fee.
- Cancellations of reserved equipment will not be refunded within 7 days of rental.
- Gear returned with damages will be charged applicable fees.
- All refunds shall include at a minimum \$5 processing fee.

Agreement and Release Liability

- I am aware that the activities performed with the equipment I am renting can be hazardous with an inherent risk. I am voluntarily participating in these activities with full knowledge of the dangers involved and agree to accept all risks of loss, injury or death.
- I have inspected the equipment I am renting and agree it is in correct working condition and that I understand the proper use of the equipment.

Damage Release Form

I, _____, have inspected the equipment I am renting from ODR. The equipment I am renting is in adequate working condition unless otherwise noted above. I will assume all responsibility for this equipment and am prepared to pay for all applicable fees if I return the equipment late or damaged.

By signing below I hereby agree to the above statements regarding rental policy, agreement, liability and damages.

Signature _____ Date ____/____/____

OUTDOOR RECREATION AND LEISURE TRAVEL SERVICES
242 FORT MERVINE PLACE, PRESIDIO OF MONTEREY, CA 93944
831-242-5506 WWW.MWRMonterey.COM



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-CUSTOMER RETAINS-

MANDATORY TRAILER RETURN CHECKLIST

- Exterior is clean and void of any mud, excess debris, etc
- Interior is thoroughly cleaned and free of dirt, dust, hair, stains, and other debris
- All trash and personal property is removed
- Floors swept and cleaned, all surfaces (including sinks & toilets) cleaned and wiped down
- Propane tanks (if equipped) are shut off at tank nozzle and interior appliances
- Return all ODR-issued equipment and property to an ODR staff member
- Retain signed return slip before departing

PLEASE DO NOT HOSE DOWN THE INSIDE OF THE VEHICLE!!!

POST CHECK-OUT REMARKS

(Please let us know if you had troubles with the trailer/camper)

Customer Name _____ Trailer/Boat _____

Customer Signature _____

ODR Staff Name _____

& Signature _____ Checked-in/Returned Date _____