



OUTDOOR RECREATION & LEISURE TRAVEL SERVICES VEHICLE RENTAL FORM



242 Ft Mervine Place, Suite 1, Building 228 Lewis Hall
Presidio of Monterey, CA 93944
www.mwrmonterey.com/ODR // vanrental@pom-odr.com

Vehicle Type (make/model) _____ **/ Veh #:** _____

Customer Last Name: _____

Date Prepared: ____/____/____		Staff Initials: _____	
Issue Date: _____, Time: ____		Return Date: _____, Time: *12:00pm, Customer acknowledges by Initialing: _____ * Returns after 12:00pm noon, may incur an additional daily fee.	
Destination: _____ (Required)		Sponsor's Name: _____	
ALL FIELDS ARE REQUIRED			
Rank: _____	ID Type (AD, Ret, DoD, Contractor, etc): _____	Expiration Date: _____	
Organization: _____		Supervisor Name (If Military): _____	
Address: _____			
Phone: (____) _____	Fax: (____) _____	EMail: _____	
Emergency Cell: (____) _____	Credit Card #: _____ <input type="radio"/> Visa <input type="radio"/> MasterCard		
<p>1. Person named above who is renting indicated vehicle(s):</p> <ul style="list-style-type: none"> a. Must be an authorized user of MWR facilities and services as outlined in Army Regulation 215-1, Chapters 7. b. Must agree by signature or initial all rental policies and conditions described in this contract. c. Must be at least 21 years of age. d. Sponsor must be in the vehicle or nearby when vehicle is in operation at all times. e. Must provide the name and driver's license information for anyone who will be driving prior to departure. <p>2. For official military functions only in which a contracting officer is the sponsor, at least one person from the organization must be in the vehicle while it is in operation. The sponsor need not be the driver and anyone over the age of 18 may drive during official military duties.</p>			
PAYMENT INFORMATION: (Person or organization paying for services.)			
NAME: _____		PHONE: (____) _____	EMAIL: _____
ADDRESS: _____			
METHOD OF PAYMENT *:		MIPR Number: _____	
<p>* - If you do not have a Military Purchase Request (MIPR) already established and approved by ODR, then you must pay by cash, check or credit card at time of rental or prior. - Make checks payable to POM IMWRF</p>			
Authorizing signature of person paying: _____		Date: _____	
DRIVER INFORMATION:			
Driver (I): _____		PHONE: _____	
LICENSE NUMBER: _____	STATE: _____	EXP DATE: _____	
Driver (II): _____		PHONE: _____	
LICENSE NUMBER: _____	STATE: _____	EXP DATE: _____	
Driver (III): _____		PHONE: _____	
LICENSE NUMBER: _____	STATE: _____	EXP DATE: _____	
NOTE: The person(s) listed above are the only authorized vehicle operators for this contract. Any damage or loss to the vehicle through unauthorized use by person not listed will result in person(s) listed above being liable for all resulting damages and claims.			



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RATES:

THIS PORTION IS TO BE COMPLETED BY DFMWR OUTDOOR REC STAFF ONLY:

Daily Rate: \$ _____ Number of days (24-hour periods) _____ \$ _____

Weekend Rate: \$ _____ : \$ _____

Weekly Rate: \$ _____ Additional Fees: _____ : \$ _____

Deposit (refunded if all below conditions are met): \$ _____

TOTAL PRICE: \$ _____

Customer agrees and understands the following conditions for returning the vehicle(s) listed on page one:

_____	1.	This vehicle shall not tow any trailer or vehicle of any sort without expressed written approval from the ODR/LTS manager.
_____	2.	Customers must return vehicle(s) with a full tank of gas. If vehicle is returned without a full tank of gas, ODR will charge the customer \$5.00 per gallon or 200% of the cost to fill the tank, whichever is the higher amount*.
_____	3.	ODR shall obtain a \$100.00 "satisfactory return deposit" from the customer that shall return to the customer provided the returned vehicle is thoroughly vacuumed, (internal and external) windows clean, no bugs or dirt on exterior.
_____	4.	ODR shall charge the customer for any damage to the interior or exterior to repair or clean the vehicle to original condition, and retain the \$100 return deposit and charge additional fees to bring vehicle back to rented condition.
_____	5.	ODR does not allow pets or animals of any type in MWR vehicles. Any animal-caused hair, dirt, debris, or soiling shall result in the forfeiture of your deposit and possibly incur extra charges*.
_____	6.	ODR does not allow smoking or burning of any substance in MWR vehicles. Any indication of burning or smoking in the vehicle shall result in forfeiture of your deposit and may incur extra charges*.
_____	7.	Alcohol is not allowed to be consumed in MWR vehicles as per State and Federal law.
_____	8.	*ODR shall retain customer's credit card information on file until vehicle he or she properly returns and passes the post-rental inspection to the satisfaction of DFMWR and ODR management.
_____	9.	It is the customer's responsibility to <u>know the ODR operating hours</u> and to return the rented vehicle at the prescribed time (12pm) or obtain ODR Management authorization in advance. Note, rented vehicle may be scheduled to be rented in the afternoon of your planned return date. Return delays shall incur extra charges.
_____	10.	Each vehicle must be checked out and in by the eligible patron who is renting the vehicle. All persons driving an ODR vehicle into a military installation must have a valid military identification or an authorized military passenger.

VEHICLE	DAILY	WEEKEND	WEEKLY (7-DAYS)
Ford E350 Van (15 passenger)*	\$110	\$200	\$500
Ford E350 Van (12)	\$110	\$200	\$500
Ford E150 Van (8)	\$110	\$200	\$500
Ford Transit Connect (7)	\$65	\$130	\$325
Ford Flex Crossover (7)	\$75	\$150	\$350
Ford C-Max Hybrid (4)	\$65	\$130	\$325
Ford Explorer (7)	\$75	\$150	\$400
Ford F150 Pickup Truck	\$90	\$180	\$450
Ford F150 Sport Truck	\$90	\$180	\$450



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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 passenger vehicle(s), 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.

Signature Rentee(s) _____ Signature Sponsor _____ Date ____/____/____

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, in consideration for the opportunity to rent and use equipment from the installation Morale 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 Morale Support Fund in the same condition in which it was received from the fund.

I have read and understand the Release and Hold Harmless Agreement.

Signature Rentee(s) _____, Signature Sponsor _____ 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, CRD, and DPCA. And, I accept the terms and fees stipulated above.

Signature Driver: _____, Signature Sponsor _____ 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.

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 understand that passenger vans designed for 10 or more passengers are considered commercial vehicles when operated for business purposes including, but not limited to, for hire, profit, or any other forms of compensation, or are operated by any nonprofit organizations or groups. As such, operating multi-passenger vans for such purposes require obtaining valid CA commercial driver's license with appropriate passenger endorsement issued by the Department of Motor Vehicles.

_____ I understand that eligible patrons who rent Outdoor Recreation (ODR) vehicles are prohibited from using these vehicles for personal business purposes (profit or non-profit), including, but not limited to taxi or other transportation services.

_____ All drivers conducting official government duties must possess an OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) in addition to a valid driver's license issued by a State or U.S. possession in accordance with AR 600-55.



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(CUSTOMER CERTIFICATION continued)

____ ODR vehicles are authorized to operate in California and Nevada only. Taking any ODR vehicle outside of these two states without written authorization from ODR Management is prohibited. If a van is driven outside of California or Nevada, the customer/sponsor shall be 100% financially liable to have the vehicle safely returned to ODR’s maintenance yard at the Ord Military Community, Seaside California.

____ I certify that I currently possess and will maintain the minimum insurance coverage required by the State of California to operate a rented motor vehicle.

____ Eligible patrons who rent ODR vehicles must sign or initial where indicated on all agreements, attachments, and policies herein.

____ I fully understand the inherent risks involved with winter driving and will comply with all federal and state regulations regarding driving in chain-control areas. I recognize POM ODR strongly recommends that customers DO NOT drive our vehicles in such hazardous conditions. As such, I understand ODR shall not issue, give or rent tire chains of any sort to customers. I additionally shall take full financial responsibility of damage or personal injury, no matter how minor resulting in my driving in hazardous conditions.

____ Only self-contained material shall be hauled. No loose gravel, dirt, debris, etc. shall be hauled in MWR vehicles.

____ The vehicle had a full tank of gas on the day of rental and I assume additional fees for cleaning and / or gas fill-up if not brought back in the condition it was checked out.

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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OPERATOR'S VEHICLE CONDITION CHECKLIST

VEHICLE TYPE: _____ **VEHICLE No.** _____ **DATE CHECKED OUT:** _____
OPERATOR'S NAME (print): _____
UNIT/ACTIVITY: _____ **RANK/GRADE:** _____
OPERATOR'S SIGNATURE: _____

Prior to use of any of the above cited vehicles, the operator named will check each item listed below for safe and serviceable condition. Any defects found are to be noted on the reverse side of this form.

I. UNDER HOOD: (**FOR RENTALS 14 DAYS OR LONGER**)

1. () RADIATOR (coolant level, cap secure, hoses)
2. () FAN BELTS
3. () ENGINE OIL LEVEL
4. () BRAKE FLUID LEVEL
5. () AUTOMATIC TRANSMISSION FLUID LEVEL
6. () WINDSHIELD WASHER FLUID LEVEL
7. () LEAKS (water, fuel, oil, exhaust, etc. Describe on reverse)
8. () BATTERY (terminals, electrolyte level, check spark plugs, wires)
9. () POWER STEERING FLUID LEVEL

II. VEHICLE BODY CONDITION:

1. () **TIRES** (for noticeable wear and proper inflation, **CHECK DAILY**)
2. () DENTS AND SCRATCHES (describe on reverse side of form)
3. () MIRRORS & WINDOW GLASS (for cracks, holes)
4. () WARNING LIGHTS (brakes, flashers, clearance & turn signals)
5. () HEADLIGHTS (high & low beam)
6. () WINDSHIELD WIPER BLADES
7. () EXTERIOR CLEANLINESS
8. () DOOR HANDLES AND KNOBS

III. INTERIOR OF VEHICLE:

- | | |
|-------------------------------------|---------------------------------------|
| 1. () INTERIOR CLEAN | 8. () SPARE TIRE, JACK, & TIRE TOOLS |
| 2. () HORN OPERATIONAL | 9. () STEERING |
| 3. () DOOR HANDLES & KNOBS | 10. () REARVIEW MIRROR |
| 4. () INSTRUMENT PANEL GAUGES | 11. () WARNING TRIANGLE |
| 5. () BRAKES (including emergency) | 12. () ASH TRAYS EMPTY |
| 6. () BRAKE PEDAL FREE PLAY | 13. () DOME LIGHTS |
| 7. () SEAT BELTS | |

IV. BEDLINER (TRUCK BED)

1. () FREE OF ALL DEBRIS AND OBJECTS
2. () THOROUGHLY WASHED DOWN TO REMOVE DUST, DIRT AND STAINS



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-CUSTOMER RETAINS-

Please complete this form and leave it on the front seat of the vehicle along with the vehicles keys.

MANDATORY VEHICLE CLEANING CHECKLIST

- () **Exterior from excess mud, bird droppings, bug stains, etc.
() **Interior cleaned & vacuumed; free of dirt, hair, spills, stains, trash, and debris, etc.
() **Clean all ashtrays of trash (no smoking/burning is allowed in vehicle).
() **Insure the vehicle gas level is at the required amount or no less than the amount when it was checked out.
() For truck rentals, remove ALL debris from the truck bed and hose it clean.

**See page 2 of this agreement for details and requirements for returning the vehicle.

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

VEHICLE POST TRIP REMARKS

(Please let us know if you had troubles with the vehicle)

Horizontal lines for writing remarks.



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STANDARD OPERATING PROCEDURES (SOP)

1. THE COST OF USING THE ODR VEHICLE(S) ARE AS FOLLOWS:	
a.)	Full payment, including reservation fee, is required before vehicle is rented. <u>*If vehicle is rented for official government transportation and paid via purchase request, an accepted purchase request approval must be signed by ODR management and in place prior to vehicle rental.</u>
b.)	Rental daily rates are based on a 24-hour period. Advanced reservations are required for picking up and returning vehicles at a specific date and time. If no reservation is made by the customer, then customer shall be assisted on a space-available basis. Please notify Outdoor Recreation at (831) 242 – 5506 for late drop-off.
c.)	All vehicles must be checked out and returned during normal operating hours with an ODR staff member. Exceptions shall be approved on a case-by-case basis by ODR management.
d.)	Late returns may be charged an additional daily rate on customer's credit card on file.
2. ELIGIBILITY REQUIREMENTS	
a.)	Eligibility for usage of ODR rental vehicles is determined by AR 215-1 Chapter 7. Proof of eligibility must be provided at the time of reservation.
3. LICENSING REQUIREMENTS	
a.)	A valid driver's license must be provided by any driver determined to be operating any rented ODR vehicle. Licensing requirements will be determined by use of the current DMV and California Vehicle Code. Licensing requirements are based on military status, residency, and type of vehicle rented and use of the vehicle. A copy of the driver's license will be required at the time of issue.
b.)	Individuals who are under suspension, or pending unfavorable personnel action or who have had their post driving privilege suspended are ineligible to use these vehicles. No one but the authorized driver is permitted to drive the vehicle, unless they are an alternate driver authorized by ODR in advance and they meet all other requirements in the SOP.
4. Insurance Requirements	
a.)	It is <u>strongly</u> recommended the user obtain personal insurance meeting the minimum requirements for California. The vehicle(s) are covered by RIMP Insurance, however AR 215-1 clearly states that in the event of loss or damage the blame should be placed on the user. In order to avoid total financial liability in the event of an accident, the user should obtain separate individual insurance.
b.)	No DFMWR Outdoor Recreation vehicles are to be driven out of country.
c.)	A copy of proof of insurance
5. Reservations	
a.)	Recommend reservations be in advance.
b.)	Reservations will be taken on a first come first serve basis. Prior to accepting the reservations the customer must provide the following:
i.)	Proof of License
ii.)	Proof of insurance
iii.)	A completed reservation request, fully acknowledging receipt, understanding and intention to comply with policies stated herein. All applicable information must be provided with signatures.
c.)	If a question arises about damage, tardiness, insufficient fuel level, cleanliness, etc. Questions will be resolved by the Equipment Center Office Manager and Director. The customer is responsible for clearing the account within 3 working days.
d.)	ODR cannot guarantee a vehicle. Should a situation arise whereby a reserved vehicle is not available, the deposit will be refunded in full. Customers are strongly encouraged to check on the status of the vehicle two days prior to use.
6. Refunds and Cancellations	
a.)	ODR accepts cancellations no less than 72 hours prior to the beginning of the rental period for a full refund. Customers must cancel in person or person-to-person via phone (voice messages are not considered cancellations). Cancellations within 24 hours prior to the rental period are non-refundable.

END OF SOP