



BIKE RENTAL FORM



<https://presidio.armymwr.com>

Sponsor Name _____ Rank _____ Branch _____ Date Out ____/____/____
Unit/Organization and Phone _____ Staff Initials ____
Address _____ City _____ State _____ Zip Code _____ Due Date ____/____/____
Phone _____ Secondary Phone _____ FAX _____ Date In ____/____/____
Email Address _____ Staff Initials ____

Sponsor must be an authorized patron of FMWR Facilities and read the SOP on the next page prior to initialing and checking out equipment.

All Bikes Are \$15 Per Day / \$60 Per Week / \$120 Per Month

Bike Number	Mountain or Cruiser	Remarks (pre-existing damage, dirt, etc) Write "None" for no issues.	Customer Initials	Daily Price	Week
Subtotal:				\$	

Accessories	Quantity	Remarks (pre-existing damage, dirt, etc) Write "None" for no issues.	Customer Initials	Daily Price	Week
Helmet*				\$5	\$20
Lock & Cable*				\$3	\$12
Tail Light provided upon request					

*Free with bike rental

Subtotal:	\$
Discounts/Adjustments:	\$
Total Price:	\$

Presidio of Monterey Outdoor Recreation

Price Fitness Center • 2558 Mason Road • Bldg. 842 • 831-242-5506 • <https://presidio.armymwr.com>

PRESIDIO OF MONTEREY OUTDOOR RECREATION

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 to check for proper alignment.
- _____ **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, chain should not be too tight nor 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 Directorate 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