

# Trailer/Motorhome

## Rental Information Sheet

Reservation Made Phone/Email \_\_\_\_\_ Reservation Made In House \_\_\_\_\_

**Reservation will be processed after ALL paperwork and CONFIRMATION of Insurance is completed. All forms are required to be completed prior to making a reservation. Paperwork can be turned in person or email us at [773FSS.FSWO.ODR@us.af.mil](mailto:773FSS.FSWO.ODR@us.af.mil)**

Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ \*\*DOD ID Number: \_\_\_\_\_  
Branch: \_\_\_\_\_ Unit: \_\_\_\_\_ Rank: \_\_\_\_\_  
Make/Model of Vehicle Towing Trailer: \_\_\_\_\_ License Plate of Vehicle: \_\_\_\_\_  
Emergency POC: \_\_\_\_\_ POC's Phone Number: \_\_\_\_\_  
(Someone that will **NOT** be with you)  
Alternate Emergency POC: \_\_\_\_\_ Alternate POC's Phone Number: \_\_\_\_\_  
(Someone that will **NOT** be with you)

I have proper insurance that covers the Travel Trailer/Motor Home as referenced on page 2.

Destination: \_\_\_\_\_

**(See List of unauthorized destinations and Hwys before completing, See Page 3).**

Route Plan:

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Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Individuals Accompanying You:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Customer Signature: \_\_\_\_\_

### PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013, Secretary of the Air Force: Power and Duties; delegation by, and E.O. 9397. Positive Identification and location of individual (s). ROUTINE USES: Identification and location of individual (s) for purpose of administering and enforcing agreement/rental of equipment.

Information furnished may be disclosed to and DOD component or part thereof, and, upon request, to other Federal, state, and local government agencies in the pursuit of their official duties. It may also be used for lawful purposes including law enforcement/litigation.

DISCLOSURE: is mandatory. Failure to provide information would result in non-rental of equipment. ( \_\_\_\_\_ )

Signature

Name: \_\_\_\_\_  
(Print Full Name & Initial) (Signature)

Office Use Only: Towing Vehicles Only

Size Up

Date: \_\_\_\_\_ License # and Type Vehicle \_\_\_\_\_

Correct Ball: Yes No

Correct Light Hook Up: Yes No

## MOTORHOMES/TRAVEL TRAILER RENTAL RULES

1. ODR requires our customers to have a valid driver's license and insurance policy

before reservation. It is your responsibility to:

- a) Make sure your insurance coverage will take care of the motorhome or trailer you are driving/pulling. You must have insurance covering towing and the use of a travel trailer.
- b) The customer that signs for the equipment is responsible for the equipment rented. Late fees will be charged to the customer checking the equipment in.
- c) Customers are responsible for loading, transporting, and unloading all rental equipment.
- d) Once equipment is loaded in or attached to a customer's vehicle, all damage at this point becomes the responsibility of the customer. All damages, including loss of use, due to their negligence or not, is ultimately the customer's financial responsibility. The customer will be required to file a claim with their insurance company for all cost of repairs and for reasonable loss of use damages for the actual number of days from the date the equipment is returned until the equipment is repaired and ready to rent. All equipment that sustained damage must come with a written report from the renter describing in detail the accident/incident and any police reports along with insurance claim information.
- e) **Any Damage amounts not covered by the customer's insurance remains the responsibility of the customer.**  
**X \_\_\_\_\_ Signature)**
- f) All towing vehicles must be inspected prior to the pick-up date in accordance with section 10 of the rental policy. Failure to do so will result the inability to correctly hook up the Travel Trailer on the day of pickup. Only customers whose name is on the rental form are allowed to pick up equipment – No Friends, No other relatives
- g) ODR reserves the right to not release the item if the customer fails to check their tow vehicle beforehand.

Int. ( )

2. Customers may not loan out to unauthorized personnel or use rental equipment for personal financial gain.

Int. ( )

3. You are responsible for cleaning all issued equipment inside and out prior to return. Black Spruce Travel Camp has a dump station at no cost for customers. Equipment returned dirty or muddy will be charged an additional day's rental fee for cleaning. Please - Only "RV safe" toilet paper is allowed in the motorhome/travel trailer toilet.

Int. ( )

4. All tanks are required to be drained and emptied before returning to Outdoor Recreation. If it is not, you will be required to go to Black Spruce Travel Campground, empty the tanks, and have it returned before close of business so you can go through the full check in process with a staff member present. Failure to do so will result in additional fee and if ODR has closed you are responsible for the rental item until it can be returned during operating hours. Keeping the item overnight will result in addition fees during the check in process the next business day.

Int. ( )

5. Customers must arrive and check-in during scheduled operating hours for proper equipment checkout at Outdoor Recreation, Bldg. 794 on ODR-R. Customers will be served first come, first served. Be prepared to spend up to 1 hour during equipment pick up for equipment checks. Required to arrive an hour prior to close of business to begin the checkout equipment process. All reserved items must be returned two hours before close of business and be properly checked in with an ODR staff member. Items cannot be left unattended or dropped off without proper check in with an ODR staff member and customer. It's your responsibility to know and check our hours. Reservations must be picked up and returned on the assigned date during business hours.

Int. ( )

6. No smoking/vaping allowed in motorhomes/travel trailers.

Int. ( )

7. No gas/propane lanterns are allowed in motorhomes/travel trailers.

Int. ( )

8. No motorhomes/travel trailers will be used for personal profit.

Int. ( )

9. Fish may NOT be stored inside the camper at any time, to include the freezer or refrigerator.

Int. ( )

10. You are responsible to provide your own linens and cookware.

Int. ( )

11. You are responsible for your own Hitch and Wiring Harness.

Int. ( )

12. Generators are **NOT INCLUDED** with travel trailer/Camper rental. Renting a generator is an additional fee. It is the customer's responsibility to provide gas for generator use. The motorhomes have built in generators and must have at least a quarter tank of gas to operate and must be returned with at least a quarter tank of gas. It is the customer's responsibility to ensure proper fuel levels are in the motor homes for operation. It is important to NOTE: It is not the ODR's responsibility to provide fuel in the vehicle. However, we do require the vehicle to come back with at least ¼ of a tank of gas. If the customer fails to meet this they will be told to put at least a ¼ of a tank of gas in or be charged 1 day rental fee for the item.

**Int. ( )**

13. Accidents/Damage: Customer must provide a written statement at the time of check-in describing the circumstances that led to the accident/damage. The statement must include the names and the contact information of all passengers involved and any known witnesses to the incident. If applicable, customer must also give the police report and insurance information to the Outdoor Recreation director. **Signature:** \_\_\_\_\_

I agree with all Terms and Condition of this Rental Contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRAVEL RESTRICTIONS**

1. Motorhomes/travel trailers cannot be taken out of the State of Alaska. The following roads/highways are OFF LIMITS:
  - a) Denali Highway, Taylor Highway, Edgerton Highway, Dalton Highway (Haul Road) and Chitna to McCarthy Road.
2. Traveling on dirt/gravel roads for a distance greater than 5 miles is prohibited. The short distance (5miles or less) on a dirt/gravel road is authorized for accessing public state campground areas.

By signing this document, I am acknowledging that I agree with and have read all terms and conditions of this rental contract as stated above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Waiver of Liability and Hold Harmless Agreement**

In consideration of the privilege of being permitted to participate in the following activity: TRAVEL TRAILER/MOTORHOME RENTAL conducted, sponsored, or organized by the 773dFSS Outdoor Recreation program and with full knowledge that said activities may be hazardous, I HEREBY:

- a)** VOLUNTARILY AGREE TO WAIVE LIABILITY AND AGREE NOT TO FILE A CLAIM OR SUE the United States of America, U.S. Armed Forces, its employees, or agents, for any bodily injury, death, or damage to personal property that may be sustained because of participation in the above activities, excluding however those arising solely from the intentional misconduct of the United States of America, U.S. Armed Forces, it's employees or agents.
- b)** VOLUNTARILY AGREE TO INDEMNIFY AND HOLD HARMLESS the United States of America U.S., Armed Forces, its employees, or agents from all claims arising from any bodily injury, death, or damage to personal property that may be sustained because of participation in the above activities, excluding however those arising solely from the intentional misconduct of the United States of America, U.S. Armed Forces, it's employees or agents.
- c)** IT IS MY EXPRESS INTENT THAT THIS AGREEMENT SHALL BIND my spouse, family members, heirs, and personal representative if I am deceased.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Joint Base Elmendorf-Richardson Outdoor Recreation Equipment Rental Policies

1. I understand and accept the rental equipment as-is, clean, complete, in good working condition and free of any damage, other than what is so noted on the agreement, and agree to return the rental equipment in the same clean, complete, working condition, free from damage. X [redacted] (Initial)
3. I understand that upon return of the equipment, any equipment found to be unclean will be assessed a cleaning fee equal to 1 day rental. X [redacted] (Initial)
4. I understand that if any damage occurs to the equipment while rented, I will be subject to the following Air Force Instructions (AFIs) through information provided upon return of equipment and further investigation (if needed) to determine type/cost of damage and how customer's actions are defined by **AFMAN 34-202**. X [redacted]
4. I understand that loading/unloading of equipment and rental items is the responsibility of the renter. X [redacted]
5. I understand that I will be charged the daily rental fee listed for each night that I have the equipment checked out, starting on the checkout date. No reservation will be picked up early without payment for that night and renters must return the equipment on the final day of the reservation in order to accommodate time for the next reservation. This includes days the Outdoor Recreation Center is closed due to Federal holidays or normal hours of operation. A **late fee**, equal to the daily rental fee, will be charged along with the normal daily fee for each day the item is late. X [redacted]
6. I understand that all reserved items must be picked up during opening hours posted and returned no later than two hours before close of business for proper check out/in procedures. X [redacted]
7. You cannot cancel partial dates of your current reservation. Any changes will be considered a full cancellation of the reservation. See policy number 10 for cancellations. X [redacted] (Signature)
8. All reservations are paid in full at the time of reserving all ODR equipment. X [redacted]
9. There will be NO refunds for early returns of all reserved items. X [redacted]
10. I understand that full cancellations of an existing reservation must be made outside 7 calendar days PRIOR to the first day of the reservation to receive a full refund. Cancellations made within the 7 to 3 calendar days PRIOR to the 1st date of reservation will receive a 75% refund. Cancellations made within 48 hours, two (2) days, or less to the 1st date of reservation will receive a 50% refund. The customer who are trying to change their reservation will be given a refund based on the above statement in policy number 9 and be required to wait 48 hours (2 days) to be allowed to reserve the same or like items based on availability after the 48 hour wait period. The ONLY exception to the cancellation policy is emergency military duty with a written note from the Commander or a written doctor's note. X [redacted]
11. All other refunds are at the discretion of the Supervisory Recreation Specialist. Refund reviews can take 5-7 weekdays to be processed. X [redacted]
12. I understand that it is **required** for all customers renting a trailer to bring their tow vehicle to ODR-R (bldg. 794) one week prior to the reservation pick up date for inspection and fitting. I must demonstrate and I'm required to have knowledge of hitching/unhitching item. Failure to adhere to this policy may result in unsafe towing conditions and/or the inability to properly hook up the travel trailer and as such ODR holds the right not to **NOT** release the item until the vehicle is properly prepared. I assume full responsibility for the hookup, to include the tow hitch, ball and electrical wiring. **NO** refunds will be available if I fail to follow the instructions in this paragraph. X [redacted]

I have read and understand the above policies X [redacted] (Signature)

**BLDG 4414 EAGLEGLLEN**

ELMENDORF SIDE

**SUMMER HOURS**

Building 4414  
Mon – Fri 1000-1800  
Sat-Sun Closed  
Closed all Federal Holidays  
PACAF Days 1000-1400

(907)552-2023

**BUILDING 794 (EQUIPMENT RENTAL)**

RICHARDSON SIDE (PICK UP/RETURN)

**SUMMER HOURS**

Building 794  
Mon-Fri 1000-1800  
Saturday & Sunday 1000-1400  
Closed all Federal Holidays  
PACAF Days 1000-1400

(907)552-2022

**Reservation can be made at either facility during operating hours.**