

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

The authority is requesting for personal information below is 5 USC 301. Principal purpose is to maintain accountability for Government supplies and equipment checked out to individuals for private use.

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Make/Model of  
Vehicle Towing: \_\_\_\_\_

License Plate on Vehicle: \_\_\_\_\_

Emergency POC: \_\_\_\_\_  
(Someone that will NOT be with you)

POC' s Phone Number: \_\_\_\_\_

### MOTOR HOMES/TRAVEL TRAILER RENTAL RULES

1. You must have full coverage insurance and a valid driver's license to rent a Motor Home. It is your responsibility to make sure your insurance coverage will take care of the Motor Home you are driving. ODR will take a copy of your driver's license and insurance policy upon reservation. Towing vehicles must be brought to ODR at least 1 week prior to rental of Camper Trailer for inspection and proper fit. Including tow hitch, ball and electrical wiring. Failure to do so may result the inability to correctly hook up the Camper Trailer on the day of pickup ODR holds the right to not release the item and keep the deposit.
2. You are responsible for the cleaning of the equipment, inside and out, that is issued to you. The Arts & Craft Center has an outside car wash. Black Spruce Travel Camp has a dump station at no cost to our customers. Equipment returned dirty or muddy will be charged an additional day's fee for cleaning. Only RV Grade toilet paper is allowed in the RV/ Travel Trailer toilet.
3. Rental items must be picked up and returned 2 hours before close of business. A late fee in the amount of a 1 day rental fee per item will be charged.
4. All tanks must be drained and emptied before returning to Outdoor Recreation. If not you will be asked to go to Black Spruce Fam Camp to do so.
5. Arrive and check-in on time for your scheduled pick-up appointment at Outdoor Recreation, Bldg. 794. Failure to meet appointment time may result in an extended wait period. On time customers will be served 1<sup>st</sup> and late customers will be worked in as best as possible.
6. No Smoking/Vaping or pets are allowed in Camper/ Travel Trailers
7. No Lanterns are allowed in Camper/ Travel Trailers
8. No Camper/Travel Trailers will be used for personal profit.
9. All fish needs to be stored in a cooler, not in the freezer or refrigerator.
10. You are responsible to provide your own linen and cookware.
11. Generators will be provided with each travel trailer rental. It is the customer's responsibility to provide gas for generator use. The RV's 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 RV for operation.
12. Accidents/damage: Customers must provide a written statement at the time of check-in describing the circumstances that led to the accident/damage, plus the names and contact information of all passengers or any known witnesses to the incident.

### Travel Restrictions:

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

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

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

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



# Travel Trailer/Motor Home

## Renter Information Sheet

Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Branch: \_\_\_\_\_ Unit: \_\_\_\_\_ Rank: \_\_\_\_\_

Route Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### Individuals Accompanying You:

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

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

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### **Office Use Only:**

Size Up

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

Correct Ball: Yes No

Correct Light Hook Up: Yes No

**JBER-R (Richardson) and JBER-E (Elmendorf) ODR  
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.

I understand that upon return of equipment, any equipment found to be unclean will be assessed a cleaning fee equal to one (1) day's rental fee.

I understand that if any damage occurs to 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 actions are defined –

- AFI 34-202 8.2.1 - **Simple Negligence** is the failure to act as a reasonably prudent person would have acted under the same or similar circumstances.
- 8.2.2 - **Gross Negligence** is the failure to exercise even a slight degree of care, or an extreme departure from the course of action expected of a reasonable person, all circumstances considered.
- 8.2.3 - **Willful Misconduct** is an intentional or knowing violation of rules or regulations including fraud and dishonesty.
- 8.2.4 - **Joint and Several Liability** is the combined negligence, gross or simple, or willful misconduct of two or more persons which results in a loss. They may be held jointly and severally liable for the full amount of any loss. If the loss resulted from the willful misconduct of one or more persons and the negligence of another or others, all may be held jointly and severally liable. In all other cases, assess liability on an individual basis.
- 8.2.5 - **Proximate Cause** is the cause which, in a natural and continuous sequence, unbroken by any new cause, produces the loss, and without it the loss would not have occurred. To support an assessment of pecuniary liability, the negligence or willful misconduct involved must constitute the proximate, rather than a remote, cause of the loss.
- AFI 34-202 8.6.2 - For losses between \$50 and \$250, use a memorandum attached to the cashier's report for cash shortages. The activity manager conducts a review and provides a brief written explanation to the RM. If the review indicates negligence (simple or gross) or willful misconduct, the activity manager notifies the FSS commander or director immediately to take further action.
- AFI 34-202 8.6.3 - For losses between \$251 and \$2500, and for losses of \$250 or less which appear to involve negligence or willful misconduct, the FSS commander or director appoints an individual to conduct an inquiry.
- AFI 34-202 8.6.5 - For losses which exceed \$2,500, the installation commander appoints an investigating officer, independent of any NAFI under the purview of the NAFs Council to conduct an investigation.

2. I understand that loading/unloading of equipment and rental items is the responsibility of the renter.
3. 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. This includes days Outdoor Recreation is closed due to Federal holidays or normal hours of operations. A late fee equal to one (1) day rental fee will be charged for each day the item is late. X \_\_\_\_\_
4. I understand that all reserved items (ie. boats, campers, etc.) must be **picked up** at the scheduled time and **returned** no later than **two (2) hours before close of business** for proper check out/in procedures.
5. Cancellations and/or changes to an existing reservation must be made at least three (3) working days (Monday through Friday) PRIOR to the \*scheduled reservation for a FULL REFUND. Cancellations and/or changes made with-in three (3) days to include early returns will forfeit a fee equal to one (1) days rental charge. The ONLY exception to the cancellation policy is emergency military duty with written note or a written doctor's note. Any changes made to an existing reservation will result in the restart of the reservation process. X \_\_\_\_\_  
\*Scheduled reservation/pending reservation is the initial start date of the rental.
6. I understand that towing vehicles must be brought to the ODR-R at least one week prior to the rental of a camper/boat for inspection and proper fit. I assume responsibility for the hook-up, including tow hitch, ball and electrical wiring. Failure to do so may result in the inability to correctly hook up the camper/boat on day of pick-up. In this case, the ODR holds the right to not release the item and to keep an amount of a one day rental fee. X \_\_\_\_\_

I have read and understand the above policies. X \_\_\_\_\_

**JBER Richardson (Pick up/Drop Off Only)**

**SUMMER HOURS**

Sun 0930 – 1700  
Mon 0930 – 1800  
Tue 0930 – 1800  
Wed 0930 – 1800  
Thu 0930 – 1800  
Fri 0930 – 1800  
Sat 0800 – 1600

Holidays – Returns Only

**FOR ALL RENTAL RESERVATIONS JBER-E OURDOOR REC CENTER, 552-2023**

**JBER Elmendorf**

Sun 0930 – 1700  
Mon 0930 – 1800  
Tue 0930 – 1800  
Wed 0930 – 1800  
Thu 0930 – 1800  
Fri 0930 – 1800  
Sat 0930 – 1700

Holidays – CLOSED