

# River/ Lake Boat Reservations

## Rental Information Sheet

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

**Reservation will be processed after ALL required paperwork and conformation 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 Boat: \_\_\_\_\_ License Plate of Vehicle: \_\_\_\_\_  
Emergency POC: \_\_\_\_\_ Emergency POC's Phone Number: \_\_\_\_\_  
(Someone that will **NOT** be with you)  
Alternate Emergency POC: \_\_\_\_\_ Alternate Emergency POC's Phone Number: \_\_\_\_\_  
(Someone that will **NOT** be with you)

I have proper insurance that covers the towing of a boat/trailer as referenced on page 2.

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

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

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

Individuals Accompanying You:

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

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

### Office Use Only: Towing Vehicles Only

Date: \_\_\_\_\_ License # and Type Vehicle: \_\_\_\_\_  
Correct Ball: Yes / No Correct Light Hook Up: Yes / No

#### 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

## River/Lake Boat Rental Rules

1. ODR requires a copy of your Alaska Boaters card before reservation. Without an Alaskan BOATUS.ORG Certification card customers will forfeit a reservation. Customers can obtain certification through [www.boatus.org/Alaska](http://www.boatus.org/Alaska) to get their certification.  
**Int. (      )**
2. JBER ODR BOATING and TRAVEL RESRTICTIONS:  
Boaters will not be operated on any of the following rivers, creeks, or their tributaries:  
Eagle River, Ship Creek, Copper River, Gulkana River, Matanuska River, Knik River, 20 Mile River, Chitna River, Talkeetna River, Willow Creek, Yukon River, Placer River, Tanana River, and Ninilchik River. No tractor launching. Customers caught operating boats in unauthorized areas will have their rental privileges suspended or revoked. Boats cannot be launched from the Kasilof Recreation Area Boat Ramp located at ([60.315703](tel:60315703), [-151.258453](tel:-151258453))  
**Int. (      )**
3. JBER boats are NOT ALLOWED outside the state of Alaska.  
**Int. (      )**
4. 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 public access to state campground areas and/or boat launch.  
**Int. (      )**
5. River and lake boats are NOT ALLOWED be operated in salt water.  
**Int. (      )**
6. Customers must arrive and check-in during scheduled operating hours for proper equipment checkout at Outdoor Recreation, Bldg. 794. Customers will be served first come, first served. Be prepared to spend up to one 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. R eservations must be picked up and returned on the assigned date during business hours.  
**Int. (      )**
7. Personnel floatation devices (PDF) are required to be worn at all times while operating river and lake boats.  
**Int. (      )**
8. Accidents/damage: Customers 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 contact information of all passengers and any known witnesses to the incident, Written statements from customer, passengers, and witnesses will be required if any accident or damage occurs.  
**Int. (      )**
9. Current insurance is required for covering the towing and use of the vessel to be rented. You will be held responsible for any damages to the rental items while in your care. Any damage amount not covered by the customers insurance remains the responsibility of the customer.  
  
X\_\_\_\_\_ (Signature)
10. In the case of break downs and rescues, ODR does not have the responsibility to help in break downs or rescues, you will need to contact the local authorities in the area you are operating for assistance and the return of ODR equipment along with a report of the incident outlined in #8. ODR Will Not Be liable for contacting rescue services, rescue expenses, medical expenses, or repair expenses. This is the responsibility of the customer.  
\*\*\*\*\* For Emergency help call 911\*\*\*\*\*  
**Int. (      )**
11. You are responsible for the cleaning of all issued equipment inside and out. Equipment returned dirty or muddy will be

charged an additional fee for cleaning upon check in.  
Int. ( )

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

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

**Waiver of Liability and Hold Harmless Agreement**

In consideration of the privilege of being permitted to participate in the following activity: Outdoor Recreation Center rental conducted, sponsored or organized by the 773 FSS 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 as a result 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, its 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 as a result 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, its 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)
2. 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)
3. 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 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 3 to 7 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 is 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 your 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 workdays to be processed. X [redacted]
12. I understand that it is **required** for all customers renting a boat on 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. Customers must demonstrate and show knowledge of hitching/unhitching trailers. Failure to adhere to this policy may result in unsafe towing conditions and/or the inability to properly hook up the boat on a 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)

**794 (EQUIPMENT RENTAL)**

RICHARDSON SIDE (PICK UP/RETURN)

**SUMMER HOURS**

Building 794 Davis Hwy.

Mon-Fri 0900-1800

Saturday & Sunday Closed

Closed all Federal Holidays

(907)552-2022