

Reservation Policy for RV Trailers

1. The following policy applies to the check-out of the trailers, including LTW's, A-Frames, Chalets, Scamps, R-Pods, Vibes and Shadow Cruisers.
 - a. Trailers will be available for rent from 1 May thru 30 September. Active duty may reserve campers up to 60 days in advance. All other eligible customers may reserve up to 30 days in advance.
 - b. Customers are required to turn in the Camper Reservation Policy for RV Trailers (this document) **BEFORE** scheduling a Camper/Trailer Reservation.
 - c. Customers are required to pay the whole amount for their reservation when they schedule their campers/trailer appointment. The card listed on Page 2 will be charged to ensure card accuracy, and availability of funds.
 - d. Reservations will be made by completing the reservation request, providing a valid credit card (Visa or MasterCard only), and having a vehicle registration for all required towing equipment. Cancellations made 8 calendar days prior to reservation date will be refunded 90% of the camper reservation. Reservations cancelled less than 8 calendar days in advance will be refunded 50% of the rental fee. Cancellations less than 3 days in advance will not be refunded for their camper reservation.
 - e. Trailers not reserved will be given out on a first come, first serve basis. Trailers need to be scheduled to be picked up no later than 1400 hours, Monday thru Friday. The Outdoor Recreation Office (ODR) is closed on weekends and federal holidays.
 - f. Due to the high demand for campers anyone more than thirty minutes late to their schedule appointment may have to be reschedule or will be unable to get rental equipment or campers. Customer will be required to give notice of thirty minutes prior to their appointment if they are going to be late. If customers fail to do so, the camper or rental equipment will then be given to the next customer on the Waitlist. Customers may lose their reservation if proper notice is not given. *initial*
 - g. Patrons are required to empty and flush all waste and water holding tanks (fresh water and grey/black water) before returning to ODR. If tanks are not thoroughly cleaned and flushed, additional charges of \$150 will be assessed to the rental fee. *initial*
 - h. Trailers must be cleaned, both inside and out. Areas include, but are not limited to, refrigerators, stoves, storage compartments, floors, bed/seat cushions, and countertops. If not returned in a clean condition, the renter will be charged an additional day's rental for cleaning fees. *initial*
 - i. Individuals will be fully responsible for all external and internal damages to trailers. Users will also be responsible for obtaining insurance. Any damages will be charged accordingly, to include commercial repair and down time while repairs are being made. Users will be responsible for camper that breaks down outside the State of Colorado, this includes, repairs and towing, if needed. If the camper cannot be repaired, the User will be responsible for towing/bringing the camper back to Schriever Air Force Base. *initial*
 - j. Any damage or cleaning fees will be charged to the credit card on file.
2. The following are mandatory requirements:
 - a. A permanent Class II or higher hitch, with a 2 inch ball for trailer hook ups. Ball height should be between 17-20 inches off the ground.

- b. An electrical plug which is compatible, or can be made compatible with an adapter, to our trailers.
- c. Hitch and electrical check on the tow vehicle at the time of the reservation.
- 3. Trailers going to primitive sites must only do so on improved roads. Trailers **cannot** be taken off road or **out of state** (see item 1.i.). Renters should be aware battery capability is very limited on the smaller trailers, supplying only 12 volts. Vibe and Shadow Cruisers must have an outside power source to use the furnace or air conditioner.
- 4. Vehicle activated trailer brakes are required when towing the Vibe and Shadow Cruiser trailers.
 - a. GVRW for these trailers is 3000lbs.
 - b. Tongue weight is approximately 160lbs.
 - c. The Vibe has a GVRW of 4025lbs and a hitch weight of 333lbs.
 - d. The Shadow Cruiser has a GVRW of 5835lbs and a hitch weight of 235 lbs.
- 5. Extended mirrors are recommended when towing the trailers.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE LISTED TERMS AND CONDITIONS FOR RV RESERVATIONS.

Signature: _____ Date: _____

Driver's License Number	State	Credit Card Number	MC/VISA	Expiration Date
Printed Name/Telephone Number/Squadron or Unit				
Home Address				
Reservation Dates PICK UP: RETURN:		MAKE AND SERIAL NUMBER OF TRAILER BEING RENTED		
Signature				
Signature of ODR Representative				

TRAILER RETURN POLICY

Trailers must be returned between 0800 and 1200 hours, Monday through Friday.

Trailers must be cleaned inside and out or there will be an additional day's rental charge.

Individuals will be fully responsible for all external and internal damages to the trailers. **Users will be responsible for obtaining insurance for the trailer.** Any damages will be charged accordingly to include commercial repair and down time.

Pets are **NOT** allowed because many people are allergic to them! Please be considerate of others.

Trailers cannot be dropped off during NON BUSINESS hours. The customer will be charged any applicable fees until checked in by an Outdoor Recreation Representative.

NO SMOKING IN ANY TRAILER PLEASE!!!

**I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE LISTED TERMS AND
CONDITIONS FOR RV RESERVATIONS.**

Print Name: _____

Signature: _____ Date: _____

RECREATIONAL VEHICLE (RV) TRAILER USE CONTRACT

Authority: 10 U.S.C. 8013 & E.O. 9397

Principal Purpose: Determine membership/participation eligibility; maintain patron attendance; conduct contests; monitor training and currency of members; and serve as a database for designing and conducting various recreation programs. Used by personnel responsible for conducting Air Force SVR activities. The social security number is required for retrieving information from computer database.

ROUTINE USES: None

DISCLOSURE: VOLUNTARY

---The ODR Office, FSCO, Schriever AFB, CO 80912, agrees to rent the assigned trailer to the designated user (user) listed at the bottom.

---User shall use the trailer solely for recreational purposes. Trailer will not, under any circumstances, be utilized as a freight trailer. Only the necessary supplies and equipment will be transported in the trailer. State laws prohibit persons from riding in the trailer.

---User agrees to comply with the requirements concerning safe usage of the trailer, such requirements being incorporated herein by reference. User understands that the requirements are not intended to exclude other actions which common sense and circumstances may indicate are proper to ensure safe usage of the trailer. The safety requirements listed are not intended to be all inclusive.

--- Abuse of this equipment or an unwarranted violation of any terms of this agreement by the user will result in suspension of use privileges by the Manager of Outdoor Recreation. Any such suspension shall not relieve user of previously assessed fees, charges, or penalties for misuse.

---This contract contains the sole agreement between the parties hereto. User warrants that he has read this agreement and has entered into it upon sole reliance of the matters and terms set forth herein and this is the only representation made by FSCO concerning said trailer and /or the matters and terms of this agreement.

---The trailer has been jointly inspected by the user and a representative of the ODR office and conditions are indicated on the back page of this agreement.

---User also acknowledges that the trailer must be vented at all times, except for over transit. Trailer is airtight and may not sustain sufficient oxygen for users for an extended period of time, especially overnight

---During the period of time that the user is in possession and control of the trailer, the user shall, at his sole expense, insure the trailer in accordance with the State of Colorado. It is the responsibility of the user to contact their insurance company.

Driver's License Number	State	Towing Vehicle License	State	Trailer VIN #
Printed Name				
Insurance Company and Policy Number				
Signature				
Signature of ODR Representative				

Remarks/Destination

RELEASE AND WAIVER OF LIABILITY AGREEMENT

I AM AWARE THAT TRAVEL TRAILERS CAN BE HAZARDOUS IF IMPROPERLY TOWED OR OPERATED, AND THAT I COULD BE SERIOUSLY INJURED OR EVEN KILLED. I AM RENTING THIS RECREATIONAL VEHICLE WITH KNOWLEDGE OF THE DANGER INVOLVED, AND AGREE TO ASSUME ANY AND ALL RISKS OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN.

I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE _____

DURING THE PERIOD OF TIME THAT THE USER IS IN POSSESSION AND CONTROL OF THE TRAILER, THE USER SHALL, AT HIS OWN EXPENSE, ENSURE THE TRAILER HAS PROPER INSURANCE COVERAGE IN ACCORDANCE WITH THE STATE OF COLORADO. IT IS THE RESPONSIBILITY OF THE USER TO CONTACT THEIR INSURANCE COMPANY. DEPENDING ON THE USER'S POLICY, AN INSURANCE RIDER MAY BE REQUIRED.

I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE _____

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE OUTDOOR RECREATION OFFICE AND ME, AND SIGN IT OF MY OWN FREE WILL.

USER SIGNATURE

DATE

ODR SIGNATURE

DATE