

**Schriever SFB**  
**Outdoor Recreation**  
**Camper Rental Policy, Contract and Release**

1. The following policy applies to the check-out of rental campers, including Coleman Toy Hauler, Sanoma, Wolf Pups, R-Pods, GeoPros, Escape and Pop-up / A-Frame.
  - a. Campers will be available to rent from 1 May thru 30 September for “wet camping” and 1 October thru 30 April for “dry camping”. Active duty and Reserve/National Guard on active orders may reserve campers up to 90 days in advance. All other eligible customers may reserve up to 30 days in advance. Reservations will be made by completing the reservation request, providing a valid credit card (Visa, Master Card or American Express), and having a vehicle registration for all required towing equipment. Reservations cancelled less than 10 days in advance will be charged 50% of the rental fee. Cancellations less than 5 days in advance will be charged the entire rental fee. Reservations made within 10 days will be subject to the same cancellation fees.
  - b. Campers not reserved will be given out on a first come, first serve basis. Campers 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, Family Days and Federal holidays.
  - c. Due to the high demand for campers anyone more than thirty minutes late to their schedule appointment may have to reschedule or will be unable to get the reserved camper. Customers will be required to give notice thirty minutes prior to their appointment if they are going to be late. If customers fail to do so, the camper will then be given to the next customer on the waitlist.
  - d. 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, an additional charge of \$250.00 will be assessed to the card on file.
  - e. 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 as a cleaning fee.
  - f. 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 a 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 Space Force Base.
  - g. Campers must be returned at appointed return time. A late fee of \$25.00 per hour will be charged to the credit card on file for campers arriving after the scheduled time. Campers dropped off during non-business hours are the responsibility of the customer until they are properly checked in by ODR staff the next business day.
  - h. No smoking or pets allowed in campers at any time.
  - i. No towing of anything behind the camper, or using the camper to transport freight of any kind.

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 provided by the customer, to our trailers (7 Pin Round).
  - c. Hitch and electrical check on the tow vehicle at the time of the reservation.
  - d. Customers are required to pay in full when they schedule their camper reservation. The card listed on Page 2 will be charged to ensure card accuracy, and availability of funds.
  - e. Customers are required to turn in the Rental Camper Reservation Policy (this document) before scheduling a camper reservation.
  - f. Customer must show proof of completion of the assigned Camper Safety Course for the current fiscal year at time of pick up. Failure to provide proof will result in the forfeiture of the customer's reservation. No refund will be provided.
3. Campers going to primitive sites must only do so on improved roads. Renters should be aware battery capability is very limited on the smaller campers, supplying only 12 volts.
4. Vehicle activated trailer brakes are required when towing anything with a GVRW greater than 3000lbs.
5. Extended mirrors are recommended when towing trailers.

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

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

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, FSVO, Schriever SFB, CO 80912, agrees to rent the assigned camper to the designated user (listed below).

\_\_\_\_\_ User shall use the camper solely for recreational purposes. Camper 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 camper.

\_\_\_\_\_ User agrees to comply with the requirements concerning safe usage of the camper, 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 camper. 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 FSVO concerning said camper and /or the matters and terms of this agreement.

\_\_\_\_\_ The camper has been jointly inspected by the user and a representative of the ODR office and conditions are indicated on the last page of this agreement.

\_\_\_\_\_ User also acknowledges that the camper must be vented at all times, except for over transit. Camper 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 camper, the user shall, at his sole expense, insure the camper 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				



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

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

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

Email: \_\_\_\_\_