

RENTAL CHECKOUT FORM  
OUTDOOR RECREATION

RENTAL CONTRACT NUMBER	APPROVAL STATUS	YES	NO
RECTRAC RECEIPT NUMBER	DATE APPROVED		
FOR INTERNAL USE ONLY			

DATE & TIME OUT:	DATE & TIME IN:	ESTIMATED ATTENDANCE:		
TYPE OF REQUEST (CHECK ONE):	COMMAND FUNCTION	PERSONAL RENTAL		
EVENT TITLE:				
FOR COMMAND RENTALS, CONFIRM E7 OR ABOVE SIGNATURE AT BOTTOM OF PAGE TWO COMMAND SIGNATURES REQUIRED				
RENTERS NAME (LAST, FIRST):	CHECK STATUS	ACTIVE DUTY	RESERVIST	RETIRED MILITARY
		CONTRACTOR	FAMILY MEMBER	CIVILIAN
HOME ADDRESS:	RANK	COMMAND	DUTY STATION	
	WORK PHONE:			
	HOME PHONE:			
	EMAIL ADDRESS:			

ITEM	QTY	ID NUMBER(S)	RENTAL RATE	CONDITION AT RENTAL	CONDITION AT RETURN	TOTAL
IF MORE ITEMS ARE NEEDED, CONTINUE LIST ON PAGE 2.						

I VERIFY THAT ALL INFORMATION ON THIS PAGE IS CORRECT.

RENTER’S PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

COMMAND SUPERVISOR’S NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NOTES/ANY ADDITIONAL FEES INCURRED UPON RETURN INCLUDING CLEANLINESS AND REPAIR/REPLACEMENT COST.	TOTAL	
	TOTAL PAID	
	TOTAL INCURRING ANY FEES	

**Privacy Act Notice.** This information is needed to assist you in your present request for recreation equipment. The primary purpose for soliciting this information is to establish your identity and entitlement to services offered by Navy MWR. Navy MWR is committed to ensuring that any personal information received is safeguarded against unauthorized disclosure. The data you provide is subject to the provisions of the Privacy Act (5 U.S.C. §552a). This means that Navy MWR will not disclose the information you provide unless you have given us written authorization to do so, or unless the disclosure is otherwise permitted under the provisions of the Act or in accordance with routine uses as published in the Code of Federal Regulations or as otherwise publicly announced, issued, or circulated. The information solicited on this form may be made available as a routine use to other government agencies for law enforcement and administrative purposes.

# RENTAL CHECKOUT FORM

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<b>FOR INTERNAL USE ONLY</b>	

### RENTAL ITEMS CONTINUED

ITEM	QTY	ID NUMBER(S)	RENTAL RATE	CONDITION AT RENTAL	CONDITION AT RETURN	TOTAL

### COMMAND FUNDS LIMIT ONLY:

Based on estimate:	0-75 People	76-150 People	151+ People
Tables	8	20	40
Chairs	75	150	200
Grills	1	2	2
Canopies	1	2	4
Coolers	2	4	6
Lawn Games / Sports Packs	2	2	4

# EQUIPMENT RENTAL AGREEMENT

## RELEASE AND AGREEMENT

I, the Renter confirm that I am an eligible MWR patron over 18 years of age.

I acknowledge receipt of and responsibility for the equipment, boats, vehicles, trailers & towed items listed on the MWR Outdoor Recreation Rental Checkout Form bearing my signature. I certify that all items were received by me in a clean, serviceable, and fully operational condition.

I affirm I have received warnings and instructions regarding the safe operation of the equipment, boats, vehicles, trailers & towed items being issued and that I know how to properly use and operate each item.

I understand there are inherent and other unpredictable risks in the activity for which this equipment is to be used (whether for camping, backpacking, mountaineering, hiking, climbing, boating, bicycling, team or individual sports or other outdoor activities, and any travel or transportation to and from such activities) and that injuries are a common and ordinary occurrence with the activities, and I freely accept those risks.

I validate I am fully qualified and competent to use and operate the equipment, boats, vehicles, trailers & towed items rented herein, and will ensure a full and complete understanding by my crew, guests, and/or invitees of all safety features and procedures inherent in the use and operation of the equipment, boats, vehicles, trailers, & towed items rented.

I attest and confirm that I am capable and qualified to operate all equipment that I am renting, including recreation items that may be used by children, including but not limited to inflatable amusements, sports equipment, rock-climbing equipment, and high adventure gear, and that I have been furnished operational literature and safety guidelines and will fully comport and adhere to all such safety procedures.

I understand that I am accountable for this equipment and agree to pay charges due for all cleaning, repair, or replacement costs for any article lost, damaged, or not returned in a clean and serviceable condition. If I do not or cannot make payment, I hereby consent and agree to installment deductions from my military or civil service pay and allowances, in accordance with 37 U.S.C. §1007, 5 U.S.C. §5514, and the DOD Financial Management Manual, DOD 700.14R, Volume 7A, to reimburse the MWR Fund for all costs incurred.

I agree to indemnify and hold harmless the United States, the Department of the Navy, Fleet Readiness Division, Moral Welfare and Recreation Department of the Commander Navy Installations Command, and any Regional Command thereof, and any of its agents, employees, or officers from all claims, demands and causes of action, direct or indirect, for injury to any person or damage to any property resulting from the selection and use of the equipment, boats, vehicles, trailers & towed items. I release and waive all rights to file any cause of action relating to personal injury or property damage relating to this rental. This indemnification, waiver, and release shall be binding upon my estate, my heirs and assigns, and any and all agents, administrators, or representatives.

I certify I have read this agreement and the Equipment Rental Policy set forth below (and initialed both pages thereof), understand the terms, policies and conditions herein and agree to comply with them. I understand that confirmation of my reservation will not occur until all fees are paid. I agree to assume full responsibility for the safe operation and safekeeping of the equipment, boats, vehicles, trailers & towed items.

### RENTER

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### CUSTOMER SERVICE REPRESENTATIVE

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EQUIPMENT RETURNED

### RENTER

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### CUSTOMER SERVICE REPRESENTATIVE

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_