

8 PASSENGER VAN RENTAL FORM



Outdoor Recreation/Van Rentals
8th Ave & Joe Lloyd Way Bldg. 4512
Seaside, CA. 93955
Phone: 831-242-6311
Fax: 831-242-7205

Outdoor Recreation Main Office
242 Fort Mervine Place, #1
Monterey, CA 93944
Phone 831-242-5506
Fax 831-242-6310

Customer Last Name: _____

Number of Vehicles Requested: _____ Vehicle Nos: _____; _____; _____;

8 PASSENGER VAN RENTAL RESERVATION CONFIRMATION

Date Prepared: ____/____/____

Staff Initials: _____

ISSUE DATE: _____, TIME: _____ RETURN DATE: _____, TIME: _____

DESTINATION: _____ (Required) SPONSOR'S NAME: _____

ALL FIELDS ARE REQUIRED

Rank: _____ ID Type (AD, Ret; DoD, etc): _____ Expiration Date: _____

Organization: _____ Supervisor Name (If Military): _____

Address: _____

Phone: (____) _____ Fax: (____) _____ EMail: _____

Emergency Cell: (____) _____ Credit Card #: _____ Visa MasterCard

NOTE:

- Person named above who is renting an ODR 8 Passenger van:
 - Must be an authorized user of MWR facilities and services as outlined in Army Regulation 215-1, Section 7.
 - Must agree by signature and/or initial all rental policies and conditions described in this contract.
- Sponsor for individual contracts must be in the vehicle when it is in operation. However, in the case of an organization which uses a contracting officer as the sponsor, at least one person from the organization must be in the vehicle. The sponsor need not be the driver. Anyone over the age of 18 may drive. The sponsor must provide the name and driver's license information for anyone who will be driving prior to departure.

PAYMENT INFORMATION: (Person or organization paying for services.)

NAME: _____ PHONE: (____) _____ EMAIL: _____

ADDRESS: _____

METHOD OF PAYMENT *: _____ MIPR Number: _____

- If you do not have a Military Purchase Request (MIPR) already established and approved by ODR, then you must pay by cash, check or credit card at time of rental or prior.
- Make checks payable to **POM IMWRF**

Authorizing signature of person paying: _____ Date: _____

DRIVER INFORMATION:

Driver (I): _____ PHONE: _____

LICENSE NUMBER: _____ STATE: _____ EXP DATE: _____

Driver (II): _____ PHONE: _____

LICENSE NUMBER: _____ STATE: _____ EXP DATE: _____

Driver (III): _____ PHONE: _____

LICENSE NUMBER: _____ STATE: _____ EXP DATE: _____

NOTE: The person(s) listed above are the only authorized vehicle operators for this contract. Any damage or loss to the vehicle through unauthorized use by person not listed will result in person(s) listed above being liable for all resulting damages and claims.

Please describe any special needs, requests, or other trip information below.

8 PASSENGER VAN RENTAL FORM



RATES:

THIS PORTION IS TO BE COMPLETED BY DFMWR OUTDOOR REC STAFF ONLY:		
Mon – Thu @ \$99/day	# vans: ___ X ___ days =	\$ _____
*Weekend(non-holiday) @ \$199	# vans: ___ X ___ Flat Rate =	\$ _____
Weekly Rate @ \$569/wk	# vans: ___ X ___ weeks =	\$ _____
**Holiday Weekend Rates (see note)	# vans: ___ X ___ Flat Rate =	\$ _____
Garmin Navigation GPS Device: @ \$10/day	# GPSs ___ X ___ days =	\$ _____
TOTAL PRICE: \$ _____		

*Weekend (Fri (1500)/Sat - Mon) \$199
 **Holiday weekend rates: Fri (1500) / Sat - Tue \$279.
 4 - day weekend \$329
Note: Rental periods may begin the day prior (no sooner than 1500) and end the day after the rental period (no later than 1200). Early pickup or late drop-off may incur an additional charge of \$45 per occurrence.

By initialing each, customer is in agreement and understands the following conditions for returning the vehicle(s) listed on page 1.

1. Customers must return vehicle(s) with a full tank of gas. If vehicle is returned without a full tank of gas, ODR will charge the customer 125 % of the cost to fill the tank. -----
2. A \$50.00 cleaning deposit shall be obtained from the customer that shall be returned to the customer provided the vehicle is returned in a satisfactory condition and cleanliness.-----
3. Any damage to the interior or exterior will result in customer being charged to repair or clean the vehicle to original condition. -----
4. No pets or animals allowed in the vehicle except in a proper carrier specifically designed for that pet. Any pet hair, dirt or any soiling that is caused by an animal shall result in an extra \$100.00 cleaning fee charged to your credit card. -----
5. Customer agrees to reimburse ODR for any damage to the Navigation GPS device due to negligence or abuse to be determined by ODR management. -----
6. All vehicles are non-smoking. ODR will charge \$25.00 cleaning charge to remove residue and ashes caused by smoking. Customer agrees to reimburse ODR for all damages caused by burn holes (Cigarettes/etc.). -----
7. As per State and Federal laws, no alcohol is to be consumed inside vehicle while in motion. -----
8. ODR shall retain customer's credit card information on file until vehicle is properly returned and payment disputes are resolved to the satisfaction of DFMWR and ODR management. -----

VEHICLE INSURANCE

We strongly recommend you contact your insurance company and verify that your existing insurance policy will provide coverage for the rental of a Presidio of Monterey passenger vehicle(s), and if not, that you obtain an endorsement to your policy that will provide insurance during the rental period. Proof of that insurance coverage is required to be provided at the time of booking. If proof of insurance is not provided then under the SOP section 4c, 5b, and 6a the signature below confirms my statement of intent to self-insure under the SOP regulations. You need to be aware that any damage to this equipment or to a third party could result in your being held liable for any damage or injury. If you do not understand or have questions, please talk to an Outdoor Recreation Equipment Center Staff.

I have read and understand the above statement.

Signature Rentee(s) _____ Signature Sponsor _____ Date ____/____/____

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, in consideration for the opportunity to rent and use equipment from the installation Family Morale, Welfare & Recreation Support Fund hereby agree, on my behalf, my heir, executors and administrators, to release the United States, its officers, agents, employees, and instrumentality's from any and all injuries or damage to United States personnel or property or for any suites or damage claim filed against the United States which may result from my use of the rented property. I agree that I will exercise reasonable care in use of the equipment and will return the same to the Installation Family Morale, Welfare & Recreation Support Fund in the same condition in which it was received from the fund.

I have read and understand the Release and Hold Harmless Agreement.

Signature Rentee(s): _____, Signature Sponsor _____ Date ____/____/____

I acknowledge receipt of the SOP. I certify by my signature that I have carefully read all the documents contained in the SOP and understand its terms and conditions. I agree to abide by all policies, stipulations, and decisions of ODR, CRD, and DPCA. And, I accept the terms and fees stipulated above.

Signature Driver: _____, Signature Sponsor _____ Date ____/____/____

Personal data is solicited under the authority of 10 USC 3012 and Executive Order 9793. SSN is to be used to insure proper identification. Other information is used to determine eligibility for participation in ODR programs. MSA disclosure is voluntary, but failure to disclose all or part may preclude participation in activities or use of equipment.

**8 PASSENGER VAN RENTAL FORM
CUSTOMER CERTIFICATION**



Please read the below policy provisions thoroughly and initial on the line in front of each, indicating you have read, and fully understand each provision. Once you have initialed each provision of this Customer Certification page, please sign, date, and complete the required information at the bottom of this page.

- 1) _____ All drivers conducting official government duties must possess an OF 346 (U.S. Government Motor Vehicle Operator’s Identification Card) in addition to a valid driver’s license issued by a State or U.S. possession in accordance with AR 600-55.

- 2) _____ ODR vehicles are authorized to operate in California and Nevada only. Taking any ODR vehicle outside of these two states without written authorization from ODR Management is prohibited. If a van is driven outside of California or Nevada, the customer/sponsor shall be 100% financially liable to have the vehicle safely returned to ODR’s maintenance yard at the Ord Military Community, Seaside California.

- 3) _____ I certify that I currently possess and will maintain the minimum insurance coverage required by the State of California to operate a rented motor vehicle.

- 4) _____ Eligible patrons who rent ODR vehicles must sign or initial where indicated on all agreements, attachments, and policies herein.

- 5) _____ I fully understand the inherent risks involved with winter driving and will comply with all federal and state regulations regarding driving in chain-control areas. I recognize POM ODR strongly recommends that customers DO NOT drive our vehicles in such hazardous conditions. As such, I understand ODR shall not issue, give or rent tire chains of any sort to customers. I additionally shall take full financial responsibility of damage or personal injury, no matter how minor resulting in my driving in hazardous conditions.

Violation of policies stated in this SOP terminates all conditions, excluding financial obligations, of your rental agreement, places you responsible and will result in termination of future usage.

Michael Foy
Michael.W.Foy@us.army.mil
Manager, Outdoor Recreation & Leisure Travel Services

I certify and acknowledge that I have read, understand, and will comply with the above stated USAG Presidio of Monterey FMWR Outdoor Recreation vehicle rental policies.

Customer Signature

Date

Customer Name (Print)

Unit or Organization

8 PASSENGER VAN RENTAL FORM
OPERATOR'S VEHICLE PRE-CONDITION CHECKLIST



VEHICLE #: _____ **DATE CHECKED OUT:** _____

OPERATOR'S NAME (print): _____

UNIT/ACTIVITY: _____ **RANK/GRADE:** _____

OPERATOR'S SIGNATURE: _____

Prior to use of any of the above cited vehicles, the operator named will check each item listed below for safe and serviceable condition.

Any defects found are to be noted on the reverse side of this form.

I. UNDER HOOD: (FOR RENTALS 14 DAYS OR LONGER)

- 1. () RADIATOR (coolant level, cap secure, hoses)
- 2. () FAN BELTS
- 3. () ENGINE OIL LEVEL
- 4. () BRAKE FLUID LEVEL
- 5. () AUTOMATIC TRANSMISSION FLUID LEVEL
- 6. () WINDSHIELD WASHER FLUID LEVEL
- 7. () LEAKS (water, fuel, oil, exhaust, etc. Describe on reverse)
- 8. () BATTERY (terminals, electrolyte level, check spark plugs, wires)
- 9. () POWER STEERING FLUID LEVEL

II. VEHICLE BODY CONDITION:

- 1. () **TIRES** (for noticeable wear and proper inflation, **CHECK DAILY**)
- 2. () DENTS AND SCRATCHES (describe on reverse side of form)
- 3. () MIRRORS & WINDOW GLASS (for cracks, holes)
- 4. () WARNING LIGHTS (brakes, flashers, clearance & turn signals)
- 5. () HEADLIGHTS (high & low beam)
- 6. () WINDSHIELD WIPER BLADES
- 7. () EXTERIOR CLEANLINESS
- 8. () DOOR HANDLES AND KNOBS

III. INTERIOR OF VEHICLE:

- | | |
|-------------------------------------|---------------------------------------|
| 1. () INTERIOR CLEAN | 8. () SPARE TIRE, JACK, & TIRE TOOLS |
| 2. () HORN OPERATIONAL | 9. () STEERING |
| 3. () DOOR HANDLES & KNOBS | 10. () REARVIEW MIRROR |
| 4. () INSTRUMENT PANEL GAUGES | 11. () WARNING TRIANGLE |
| 5. () BRAKES (including emergency) | 12. () ASH TRAYS EMPTY |
| 6. () BRAKE PEDAL FREE PLAY | 13. () DOME LIGHTS |
| 7. () SEAT BELTS | |

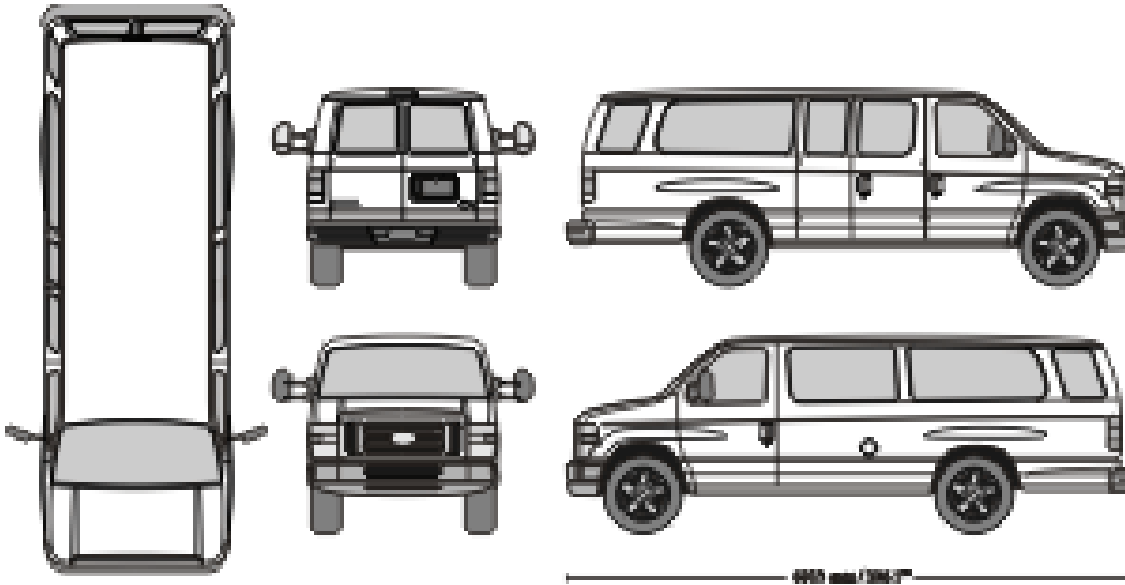
IV. OPTIONALS

- 1. () TIRE CHAINS
- 2. () SKI RACK

8 PASSENGER VAN RENTAL FORM
OPERATOR'S VEHICLE CONDITION CHECKLIST NOTED DEFECTS



Mark and describe the defect found.



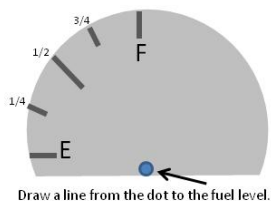
C = CUT
 B = BRUISE
 H = HOLE
 D = DENT
 BR = BROKEN
 M = MISSING
 S = SCRATCH
 P = PATCH

The following defects were noted during the operator's check of the van:

I. UNDER HOOD:

II. VEHICLE BODY CONDITON:

III. INTERIOR OF VEHICLE



The van has a full tank of gas when checked out. (Initial) _____, or...

The fuel level of the van is as I have indicated to the left. (Initial) _____

The interior of the van was free of spots and stains. (Initial) _____

I assume additional fees for cleaning and / or gas fill-up if not brought back in original condition. (Initial) _____

I verify the above damages and fuel status is verified by: _____
 (ODR staff member) (Date)

8 PASSENGER VAN RENTAL FORM
-CUSTOMER RETAINS-



Please complete this form and leave it on the front seat of the vehicle along with the vehicles keys.

MANDATORY VEHICLE CLEANING CHECKLIST

- () Exterior reasonably cleaned.
- () Interior thoroughly cleaned and free of dirt, hair, stains, and debris.
- () Clean all ashtrays of trash (**no smoking is allowed in vans**).
- () Sweep/vacuum floor, scrub and wipe down if necessary.
- () Place all seatbelts on seats in position (not bundled up).
- () Insure the vehicle gas level is at the required amount or no less than the amount when it was checked out.

DO NOT HOSE DOWN THE INSIDE OF THE VEHICLE!!!

VEHICLE POST TRIP REMARKS

(Please let us know if you had troubles with the vehicle)

OPERATOR'S NAME: _____ **VEHICLE # (s):** _____
OPERATOR'S SIGNATURE: _____ **DATE:** _____
VEHICLE #: _____ **ODR Staff Member** _____ **checked on** _____ **(date).**

8 PASSENGER VAN RENTAL FORM
-CUSTOMER RETAINS-



STANDARD OPERATING PROCEDURES (SOP) – Van Rental Update (02 – April – 2009)

ATZP – DFMWR

1. THE COST OF USING THE ODR VEHICLE(S) ARE AS FOLLOWS:			
a)	Mon - Thu	\$ 99	Monday - Thursday
	Weekend	\$199	Friday/ Saturday - Monday
	Weekly	\$569	7 days
	Holiday Weekends	\$279 & \$329	Friday /Saturday-Tuesday & 4-day holiday
b)	A minimum of \$50 down-payment is required to reserve a vehicle. Full payment, including reservation fee, is required before vehicle is rented.* * If vehicle is rented for official government transportation and paid via purchase request, an accepted purchase request approval must be signed by ODR management and in place prior to vehicle rental.		
c)	Rental periods begin the day prior no sooner than 1500 and end the day after the rental period no later than 1200. Early pickup or late drop-off are authorized, but may incur an additional charge of \$45 per occurrence. Please notify Outdoor Recreation at (831) 242 – 5506 for late drop-offs.		
d)	If a vehicle is turned in late, a minimum of a one day charge will be assessed. Charges will be assessed for each day late. If the late return inconveniences another customer, additional charges will be assessed in the amount required to provide service to the inconvenienced customer up to 5 times the daily rate.		
e)	All vans must be checked out and returned during normal operating hours with an ODR staff member. Exceptions shall be approved on a case-by-case basis by ODR management.		
2. ELIGIBILITY REQUIREMENTS			
a)	Eligibility for usage of ODR rental vehicles is determined by AR 215-1 Section 7. Proof of eligibility must be provided at the time of reservation.		
3. LICENSING REQUIREMENTS			
a)	A valid driver's license must be provided by any driver determined to be operating any rented ODR vehicle. Licensing requirements will be determined by use of the current DMV and California Vehicle Code. Licensing requirements are based on military status, residency, and type of vehicle rented and use of the vehicle. A copy of the driver's license will be required at the time of issue.		
b)	Individuals who are under suspension, or pending unfavorable personnel action or who have had their post driving privilege suspended are ineligible to use these vehicles. No one but the authorized driver is permitted to drive the vehicle, unless they are an alternate driver authorized by ODR in advance and they meet all other requirements in the SOP.		
4. INSURANCE REQUIREMENTS			
a)	It is <u>strongly</u> recommended the user obtain personal insurance meeting the minimum requirements for California. The vehicle(s) are covered by RIMP Insurance, however AR 215-1 clearly states that in the event of loss or damage the blame should be placed on the user. In order to avoid total financial liability in the event of an accident, the user should obtain separate individual insurance.		
b)	No FMWR Outdoor Recreation vehicles are to be driven out of country.		
c)	A copy of proof of insurance or a statement of intent to self-insure will be required at the time of issue.		
5. RESERVATIONS			
a)	Recommend reservations be in advance.		
b)	Reservations are accepted on a first come first serve basis. Prior to accepting the reservations the customer must provide the following:		
	i)	Proof of License	
	ii)	Proof of insurance, or statement of intent to self-insure	
	iii)	A completed reservation request, fully acknowledging receipt, understanding and intention to comply with policies stated herein. All applicable information must be provided with signatures.	
c)	If a question arises about damage, tardiness, insufficient fuel level, cleanliness, etc. Questions will be resolved by the Equipment Center Office Manager and Director. The customer is responsible for clearing the account within 3 working days.		

8 PASSENGER VAN RENTAL FORM

-CUSTOMER RETAINS-



	d.)	ODR cannot guarantee a vehicle. Should a situation arise whereby a reserved vehicle is not available, the deposit will be refunded in full. Customers are strongly encouraged to check on the status of the vehicle two days prior to use.
6.	VEHICLE ISSUE / RETURN	
	a)	Vehicle(s) shall not be issued until all the proper documentation has been completed.
	b)	Vehicle(s) will be issued to the licensed driver (ONLY) with a full tank. Drivers shall be responsible for fuel (Unleaded ONLY). Vehicles are to be returned clean, both exterior and interior. (See form attached). Always bring all documentation, especially the cash receipt with you, in order to check in and out a vehicle.
	c)	Thoroughly and carefully complete the "Condition Checklist" prior to accepting the vehicle. Failure to do so may result in additional charges.
	d)	No one but the authorized driver is permitted to drive the vehicle, unless an alternate driver is authorized by ODR in advance and they meet all other requirements in the SOP.
7.	REFUNDS AND CANCELLATIONS	
	a)	Cancellations are authorized no less than one full business day (24 hours) prior to the beginning of the rental period for full refund and must be cancelled in person or over the phone. Cancellations within 24 hours from the beginning of the rental period shall be refunded less \$50.
	b)	Unclaimed refunds will be forfeited in 30 days. All refunds will be mailed normally take 2 – 3 weeks to process.
8.	ACCIDENTS AND MECHANICAL BREAKDOWNS	
	a)	Any accident or mechanical breakdown will be reported no matter how minor, to include any vandalism, to ODR Office as soon as possible. Emergency repairs and towing services will be coordinated with ODR Office. If the vehicle becomes inoperable, a report by telephone is to be made to ODR Monday through Friday 1100 – 1530 hours, at (831) 242 – 5506. Saturday and Sunday and after duty hours, drivers are to call (831) 760 - 6477 Primary or (831) 760 – 2019 Secondary. No repairs will be made PRIOR consent from ODR. In case of vehicle breakdown ODR will not be responsible for any expenses incurred, by the customer as a result of a breakdown except for prior authorized vehicle repair. Any other expenses incurred, missed connections, lodging, etc., will be responsibility of the customer. <u>There is not exception to this policy.</u>
	b)	Should an accident occur, Form 91 must be completed. Be sure to obtain name(s) of all parties involved, their insurance companies, addresses and telephone numbers, the law enforcement agent(s) name, jurisdiction, organization (CHP, sheriff, city police), badge number, police report number and a copy of the report, if available; prepare a complete memorandum indicating the date, time, exact location, driver's name and all other information fully and in as much detail as possible. ODR must be notified immediately by following the same instructions as in 8a. A police report is essential even if the incident involves an accident without other party (collision with tree, etc.) or is of a minor nature. It is critical in all cases of vandalism, theft or hit-and-run damage to complete Form 91. ILLEGAL SUBSTANCES WILL NOT BE PERMITTED IN THE VEHICLE AT ANY TIME. NO SMOKING IN ANY ODR VEHICLE AT ANY TIME.
	c)	Daily preventative maintenance is to be performed by the driver prior to the daily use of the vehicle. The maintenance will include checking the levels of the radiator water, oil, battery water, tire pressure, operational condition of lights, windshield wipers, and other safety equipment.

END OF SOP