



## APGMWR- Outdoor Recreation Equipment Check Out Reservation Policies

*Last updated: May 2021*

Building 2184

6627 Aerospace Drive

Aberdeen Proving Ground, MD 21005

Reservation Line: 410-278-5789/4133

Equipment Pick Up Line: 410-278-5789

Email: [usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil](mailto:usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil)

**When renting with APGMWR- Outdoor Recreation Equipment Check Out the patron is required to acknowledging understanding and agreement to follow all below listed policies.**

1. \$5 Administrative Fee will be due at the time of the reservation. This is non-refundable if the item is cancelled, however it is credited to the rental item.
2. **Equipment Reservation pickup and drop offs are by appointment only.** Patrons who do not make appointments will be prompted to the next available appointment time. Walk up services are not authorized.
3. Patron will be called 24- 48 hours prior to pick up date to confirm reservation. At this time and appointment will be scheduled and payment can also be made. Patrons are required to adhere to their appointment times. Failure to do so could result in rescheduling time.
4. **No refunds** for any items reserved but not taken by patron on day of scheduled pick-up. Weather is **not** an exception.
5. **Check In/ Check Out Procedures**
  - a. Pull in equipment area parking space if trailered or water craft item. Front circle for all other items.
  - b. Contact ODR at 410-278-5789/4133 and inform them what space you are in and to make final payment if not done so the day before. If using a trailered item you will provide your odometer reading at pick up and return for proper maintenance of equipment. For Travel Trailers we need the destination.
  - c. A staff member will bring out your items/come to pick up inspect items and issue them to you. All issues and concerns are to be noted at this time.
6. Late returned rentals are 1.5 times the daily rental rate for each day not returned, unless notified ODR in advance. Rentals are to be returned by 2 pm to avoid late fees.
7. Rentals are charged for time out not time used.
  - o Rentals will be charged at the half price rate if picked up the day prior to their reservation between 12 pm to 3 pm. If picked up prior to 12 pm then they will be charged the entire daily rate. Rentals may be picked up from 3



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pm to closing for no additional charge however written exception must be done in advance and an appointment scheduled.

- Rentals picked up and returned on the same day will be at ½ price rate.
- 8. Vehicle used for pick-up and return must be able to accommodate rented items. We have hitches for sale/rent if needed.
- 9. Most towable items require 2 inch ball to transport. ODR does not provide transportation for rental items. Travel Trailer requires 2 and 5/16 ball. No refunds if requirements are not met.
- 10. Sandbags, Gas or propane or water not provided with equipment rentals. Must furnish own tie downs. No refunds if requirements are not met.
- 11. All patrons renting motor boats must show proof of state approved Boater's Safety Course if born after 1 July 1972. Website for the course can be found [www.aberdeen.armymwr.com](http://www.aberdeen.armymwr.com). No refunds if requirements are not met.
- 12. All towable equipment must be picked up prior to 3:00 PM and returned no later than 12:00 PM. on required days. No refunds if requirements are not met.
- 13. If you place your equipment on the loading dock or in parking lot and not properly check in with staff. You risk being charged and future use of the program.