



## APGMWR- Outdoor Recreation Equipment Check Out Reservation Policies

*Last updated: July 2018*

Building 2184

6627 Aerospace Drive

Aberdeen Proving Ground, MD 21005

410-278-4124

After hours line: 443- 910-6259

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

- \$5 Administrative Fee will be due at the time of the reservation. This is nonrefundable if the item is cancelled, however it is credited to the rental item.
- Patron will be called a week prior to your reservation to confirm your reservation.
- Reservations must be paid in full on pick up day to include deposits.
- Same day rentals are walk in only.
- **No refunds** for any items reserved but not taken by patron on day of scheduled pick-up. Weather is **not** an exception.
- 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.
- Patrons paying via CC will not have to pay the deposit for the rental item. However in the event equipment is not returned in proper condition the deposit will then be charged. Patron will be informed via email of the charge. Initialing here agrees to be charged in the event equipment is not returned in the proper condition.
- Patrons paying cash/check will pay the deposit upfront and then be refunded via mail, if equipment is returned in proper condition.
- Rentals are charged for time out not time used. Rentals will be charged at the half price rate if picked up the day prior to their reservation between 12 p.m. to 3 p.m. If picked up prior to 12 then they will be charged the entire daily rate. Rentals may be picked up from 3pm to closing for no additional charge however written exception must be done in advance.



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- Rentals picked up and returned on the same day will be at ½ price rate.
- Vehicle used for pick-up and return must be able to accommodate rented items. (We have hitches for sale/rent if needed.)
- Renting Kayaks/ Boats by the water is a \$5 additional fee. All sizes of Life Vests must be confirmed at reservation.
- All items must be returned in the condition in which you picked them up. Properly folded or in proper bags with all equipment accounted for. Properly cleaned if applicable. (In the event the item is wet you are to call after hour's line and inform them you will return the item once dry.)
- Patrons will be required to bring someone to assist them during pick-up and return of items. Large items such as canopies and moon bounces will require a minimum of two (2) people.
- Gas or propane or water not provided with equipment rentals.
- MOST TOWABLE ITEMS REQUIRE A 2 INCH BALL TO TRANSPORT. ODR does not provide transportation for rental items. Travel Trailer requires 2 and 5/16 ball.
- Must furnish own tie downs. No refunds if requirements are not met.
- All patrons renting motor boats must show proof of state approved Boater's Safety Course if born after 1 July 1972.
- All towable equipment must be picked up prior to 3:00 P.M. and returned no later than 12:00 P.M
- Deposits for Moon bounces and Canopies are returned within two weeks.
- Deposits for trailered items are returned with a month if taking off the installation, if not within 2 weeks.
- If you place your equipment on the loading dock or in parking lot and not properly check in with staff. You risk forfeiture of your deposit.