



# APGMWR- Outdoor Recreation Equipment Reservation Form & Policies

Last updated: 10 March 2025



**Rental Period:** Pick-up times: 0900 – 1500      Return times: 0900 - 1300

- ☐ Daily: Monday – Thursday  
☐ Weekend: Friday - Monday  
☐ Weekly: 6 nights/Return on 7<sup>th</sup> day

Pick-up Date \_\_\_\_\_ Return Date \_\_\_\_\_

**Eligibility Status:** ☐ Active Duty ☐ DOD Civilian ☐ Retired Military ☐ Retired Civilian  
☐ National Guard/Reserve ☐ DOD Contractor ☐ Veteran

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Government Email: (if applicable) \_\_\_\_\_

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

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

Office Phone Number: 410-278-5789/4133



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**Please Sign Below:** I acknowledge I have received and read the below information regarding rentals at Aberdeen Proving Ground and that I agree to follow the rules and policies below.

Reservation Form & Policies	Signature/ Date
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## GENERAL POLICIES:

### Reservations & Fees

- All reservations must be submitted in writing and emailed to [usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@army.mil](mailto:usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@army.mil)
- Requests must have eligible patron's information listed.
  - Any request submitted by someone other than eligible patron will not be processed.
- All reservation requests for the upcoming weekend must be received NLT 1200 hours on Thursday.
- Staff has 48 hours from receipt of request to respond to request(s) submitted, unless submitted on weekend.
- Non-refundable deposit of \$20.00 required at time of reservation. Deposits must be made by credit or debit cards only.
- Weekend rates include days facility is closed. We charge for time reserved, not time used.
- Prices are subject to change.

### Method of Payment

- Cash: Must be exact amount
- Check
- Credit/Debit Card

### Damages & Cleaning Fees

- All equipment to be returned clean and dry.
- Renter is fully responsible for any damage, lost or missing equipment. Payment of this is due upon return of equipment.
- Missing or damaged parts will be assessed full replacement fee.
  - Damages to equipment will be assessed actual repair or replacement cost(s).



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## Refunds

- \$20 Deposit fee in non-refundable.
- If equipment is picked up, a refund will not be given due to inclement weather or the inability to use rental item.
- Cash refunds are not available. Approved refunds will be sent to NAF Accounting for processing. This takes approximately 30 days to process.

## Late Fees

- Equipment must be returned by 1300. Items returned late are assessed an additional daily rental fee per item – per day.
- Items returned late, reserved by another customer, are assessed a double daily rental fee per item – per day.

## Pick-up & Return

- Please make sure you bring assistance to load and unload items into your POV. Customer is responsible for loading or unloading equipment.
- Please bring appropriately sized vehicle for pick-up and return of rental items.
- Renter is responsible for supplying their own padding and tie downs to secure equipment.
- On rental date, equipment can be picked up from facility between the hours of 0900 – 1500. (Towable items are an exception to this, see below).
  - If picking earlier (Thursday), a half day fee will be assessed. Early pick-ups begin at 12:30p.
  - Those patron's with RDO's will be assessed this fee if asking to pick-up early, no waiver or exception to be given.
- Equipment can be dropped at the facility between the hours of 0900 until 1300 on designated drop off date.
- ALL items must be checked in by staff with renter present.

## Moon Bounce Policies:

- Requires 2 person pick up and return to load and unload equipment. If this requirement is not met, we reserve the right to refuse service.
- SUV with empty back seat and foldable seats for smaller moon bounce required. (13x13)
- Truck or trailer with empty back for medium and larger moon bounce required. (15x15 and above)
- Moon Bounces are to be returned clean and dry both inside and out.

## Towable Equipment

- All towable equipment will be picked up/returned between 0900 – 1300 from lot.
- Allow a minimum of 30 minutes for pick-up/return of towable equipment.



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- All tow vehicles must meet towing capacity requirements.
- **Bumper hitches are not permitted.**
- Towable requirements listed below:
  - Grills
    - Charcoal: 1 7/8" - 2" ball
    - Propane: 2" ball/ 4-way flat wiring connector (propane not provided)
  - Boats: Anyone born after 1 July 1972 must show proof of state approved Boater's Safety Course (any state). It is recommended that all patron's take a Boater's Safety Course.
    - Jon Boats
      - 2" ball/ 4-way flat wiring connector
      - Gas not provided.
    - Pontoon Boats
      - 2" ball/ 7 way round wiring connector
      - Gas not provided.
  - Canoe/Kayak Trailers
    - 2" ball/ 4-way flat wiring connector
  - Utility Trailers
    - 2" ball/ 4-way flat wiring connector
  - Dunk tanks
    - 2" ball/ 4-way flat wiring connector
    - Must be fully emptied upon return.



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Rental Items: Please Specify Quantity and Item

Moon Bounces					Moon Bounces				
Item	Daily	Weekend	Weekly	Quantity	Item	Daily	Weekend	Weekly	Quantity
Inflatable Games: Axe Throwing, Hoopfest, Skee-ball	\$117	\$160	\$742		16'x16' Wacky Combos (Wet/Dry)	\$170	\$196	\$1113	
13'x13' Open Top Primary, Camo, Purple (Dry)	\$138	\$163	\$890		17X22 Fire Truck (Wet/Dry)	\$223	\$265	\$1442	
15'x14' Princess (Dry)	\$138	\$163	\$890		26X10 Wet/ Dry Slide Rockin Rapids or Tropical	\$170	\$196	\$1113	
18'x15' Military Truck (Dry)	\$138	\$163	\$890		16X34 Triple Slide (Wet ONLY)	\$329	\$350	\$2189	
21'x13' Big Bubba (Dry)	\$204	\$228	\$1330		29'x15' Tropic Combo	\$212	\$244	\$1410	
30'x19' Magic Castle (Dry)	\$170	\$196	\$1113		28'x13' EZ Sports, Jurassic, Funhouse, Ice Castle (Wet/ Dry)	\$212	\$244	\$1410	
40'x11'x15' Obstacle Course (2 pieces) (Dry)	\$329	\$350	\$2189		Upcoming Equipment	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	

Interactive Games					Interactive Games				
Item	Daily	Weekend	Weekly	Quantity	Item	Daily	Weekend	Weekly	Quantity
Athletic Ball	\$4	\$7	\$13		Spikeball or Bocce Ball	\$14	\$19	\$67	
Cornhole	\$14	\$19	\$67		Horseshoe	\$14	\$19	\$67	
Small Games Each Egg & Spoon, Ring Toss, Tug of War, Washers	\$4	\$7	\$13		Giant Games Each Connect Four, Jenga, Bucket Pong, LCR, Yardzee, Putterball, Ring Toss, Checkers	\$14	\$19	\$67	



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Rental Items: Please Specify Quantity and Item

Canopies					Coolers & Snowcone Machine				
Item	Daily	Weekend	Weekly	Quantity	Item	Daily	Weekend	Weekly	Quantity
10 X10 Pop Up Canopy	\$42	\$56	\$292		Ice Chest 40/45/48 Quart	\$4	\$7	\$24	
10 X 20 Pop Up Canopy	\$52	\$62	\$362		Ice Chest 60/62/70 Quart	\$7	\$8	\$35	
20 X 20 Pole Canopy	\$100	\$120	\$625		Ice Chest 100/120 Quart	\$6	\$15	\$48	
20 X 30 Pole Canopy	\$130	\$150	\$800		Water Cooler 3 or 5 GAL	\$4	\$5	\$24	
Canopy Sides EACH	\$3 Each	\$5 Each	\$28 Each		Snowcone Machine	\$48	\$60	\$310	

Party Chairs					Party Tables				
Item	Daily	Weekend	Weekly	Quantity	Item	Daily	Weekend	Weekly	Quantity
Folding Chairs (Black)	\$2	\$3	\$12		Rectangle Tables- 6 FT	\$7	\$9	\$50	

Trailerred Items					Watercraft				
Item	Daily	Weekend	Weekly	Quantity	Item	Daily	Weekend	Weekly	Quantity
5X8 Trailer No Sides	\$48	\$74	\$117		Black Pontoon 50HP	\$265	\$390	\$1590	
5X10 Trailer With Sides	\$69	\$95	\$170		Red Pontoon 75HP	\$318	\$424	\$1855	
Enclosed 5X10 Trailer	\$69	\$95	\$170		Blue Pontoon 40HP	\$265	\$371	\$1590	
Trailerred Grills Charcoal, Propane, Smoker	\$35	\$50	\$215		Black Pontoon 40HP	\$245	\$361	\$1580	
Dunking Booth	\$90	\$106	\$318		Jon Boat	\$48	\$85	\$233	
Kayak 2 Pack Trailer	\$22	\$32	\$124		Single Kayak/ Paddleboard	\$27	\$37	\$122	
Kayak 4 Pack Trailer	\$27	\$37	\$148		Tandem Kayak	\$32	\$42	\$138	
Kayak 8 Pack Trailer	\$32	\$42	\$186		Fishing Kayak	\$50	\$60	\$150	



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Rental Items: Please Specify Quantity and Item

Ski Sets					Ski Accessories				
Item	Weekend	Week	Seasonal	Quantity	Item	Weekend	Week	Seasonal	Quantity
Ski Sets	\$48	\$112	\$265		Poles or Boots	\$8	\$20	\$100	
Snowboard Sets	\$48	\$112	\$265		Bags	\$12	\$60	\$140	