

BASE CAPE COD MWR RECREATIONAL GEAR ISSUE PROGRAM

Rules and Regulations

1. **Eligibility:** The use of MWR rental equipment is for the benefit of active duty and retired military personnel and their family members, National Guard / Reserve component personnel, civilians and contractors employed at Joint Base Cape Cod. Other authorized MWR patrons may be found COMDTINST 1710.13 (series) known as the "MWR Manual". Dependents must be 18 years or older to checkout gear. High liability items like trailers and power equipment will only be rented out to individuals 21 years or older. Those individuals under 21 years of age, but carrying an active duty military I.D. will be allowed to rent the "high liability" items. Authorized MWR patrons are the only individuals who can checkout gear.
2. **Charges/Fees:** Fees will be established/assessed (see Fee Schedule on page 6) to recoup NAF associated expenses for administering the program and for reinvestment into repair and replacement. Use is intended for personal/private recreational purposes. Official military ceremonies and events may be supported without cost. Other events conducted in benefit/support of the installation may be authorized use of equipment "at no charge" as deemed on a case by case basis. See Section 3 below for full details.

Additional charges may also apply for disposable "supplies" involved in operation of the equipment (i.e. propane tanks). Any equipment which has a gas tank must be returned with a full tank.

1. Additional charges apply for Trailered Gas Grills and will be as follows:
 - i. No tanks = no additional charge
 - ii. 1 Full Tank and 1 Dummy Tank (split regulator requires 2 tanks) = \$25 additional fee
 - iii. 2 Full Tanks - \$50 = additional fee
 2. Original tanks issued with grill must be returned regardless of amount of propane used.
3. **Fee waivers:** Fee waivers are not common and will be authorized on a case by case basis. Events will be considered only if they are conducted in benefit/support of the installation. Fee waivers requests must be submitted in writing to MWR and is only valid when signed by the MWR Director.

MWR may typically consider fee waivers for:

1. "Official" military functions/ceremonies.
2. Community wide events (open to all) in direct support of the installation.
3. Equipment support for non-installation events in the local civilian community may be authorized from time to time, when it is determined that allowing these individuals to use the equipment is conducive to good community relations. These will be approved on a limited basis and any possible fee waiver request will be restricted to those activities not generating income.
4. Must ensure that no conflict exists with Federal, State, or local laws.

4. **Payment/Reservations:** Reservations for equipment are based on a first come first serve basis. Reservations may be made by contacting the MWR office by phone, email or visiting the office in person. **Equipment is in high demand and there is a limited supply, so payment in full is required up front** to complete the reservation process. All payments must be made by cash or credit card. Credit cards may be used over the phone to reserve equipment.
5. **Cancellations:** Reservations cancelled **at least 48 hours** prior to the reservation date will be refunded the full amount. Within 48 hours you will be assessed the full rate.
6. **Usage: All gear being issued to authorized patrons is for PERSONAL use only.** Under no circumstance will any gear be used for private businesses or subcontracted to other persons not listed as an authorized patron in the USCG MWR manual, COMDTINST 1710.13 series. Renters found in violation of this policy will be required to pay the full amount and will lose future reservation privileges
7. **Condition:** All gear leaving the facility is considered to be in working order. Operator is responsible for checking oil levels, before, during and after use of the equipment. **It is up to the patron to inspect gear for discrepancies, damage and missing parts before the equipment leaves the facility.** Only the individual (or spouse) who rented the gear is allowed to return the gear (exception – arrangements previously made with MWR Staff).
8. **Damage:** Patrons returning equipment missing parts, or damaged beyond normal wear and tear, which was not noted during the checkout will be required to pay MWR for all repair and/or replacement costs. MWR reserves the right to cease renting equipment to patrons who continuously lose or return gear in poor condition.
9. **Cleaning: ALL ITEMS MUST BE RETURNED CLEANED** by the individual who rented the equipment. If the equipment is not cleaned, the patron will be notified of the condition and will be requested to clean the equipment. If the patron refuses, MWR will clean and bill the patron for the corresponding cost. The patron will also be banned from future rentals. Late fees will be assessed if items returned to the patron for cleaning are not turned back to gear issue within the agreed upon time frame.
10. **Inspection:** MWR will inspect the equipment upon arrival back to Gear Issue. This inspection will be completed as staffing allows, within a maximum time of 24 hours upon return of the gear. If the inspection cannot take place immediately when items are returned, staff will make notice to the patron. Patrons will be notified of any damage noted within 24 hours of the inspection.
11. **Rental Period: Standard rental period is from Friday to Tuesday. Pickup and Drop-off Times are between 12p-3:30p ONLY on Friday and Tuesday.** Items can be checked out for a maximum of five (5) days. A longer period of time will be allowed pending approval of the MWR Director (or equivalent), taking into account demand and availability for the equipment.

12. **Late Fees:** Items not returned on the day indicated on the rental agreement form will be subject to a late fee. **The late fee will be \$20.00 per day, per item for a maximum time period of five (5) days.** After five (5) days the patron will be required to pay the full replacement cost of item(s).
13. **Dispute Charges:** Patrons wishing reconsideration of charges for loss or damage may do so in writing to the MWR Director within 10 days of notification that charges have been assessed.
14. **Security Deposit:** While no security deposit is currently required to checkout MWR gear, BCC MWR reserves the right to take all actions necessary to recuperate all costs associated with damaged, lost or stolen gear, including contacting patron's Command for assistance.
15. **Trailers/Trailerred Items:** Other than boat trailers, other trailers offered by MWR will not be used or submerged in water. Upon checkout patron's vehicle must be equipped with:
 1. Properly sized ball (hitch) attachment
 - i. **Grills and Log Splitters – 2" ball**
 - ii. **5' x 8' trailer – 1 7/8" ball**
 2. Safety Chain connection location
 3. Working connection for trailer lights
16. **Assumption of Risk:** Patrons must agree to assume complete and absolute risk for all conditions and hazards associated with the gear, or use of the gear, including negligent acts, loss, damage, destruction, or injury to persons or property. MWR permits using the gear "as is" without giving any warranty of merchantability or warranty of fitness for a particular purpose, either expressed or implied. The government shall not be responsible for any hazards or conditions existing or associated with the gear, or use of the gear, nor shall it be under any duty to warn. **The following disclaimer will be signed by all who receive MWR gear:**

"I (we) agree to reimburse, indemnify, and hold harmless the Coast Guard, the Coast Guard MWR program, its agents and employees from any and all claims and causes of action that arise or may arise from my (our) use of the Coast Guard MWR equipment or facilities."

Additional Rules and Regulations for Inflatable Games

Unless specifically mentioned below, all other elements of the standard Gear Issue Rules and Regulations will apply.

17. **Availability:** The inflatable games will be available for outdoor use beginning with the first weekend in April, and ending with the last weekend in October.
18. **Inflatable Reservations:** Due to extremely high demand, we have developed the following process to ensure fair and equitable access is provided to all:
- Reservation requests **must be made online**. A link will be provided. (Telephone, email and walk-in reservations will **NOT** be accepted).
 - Reservation requests will be considered on a **first come first serve basis**. The computer will establish date and time of your request.
 - Each household will be allowed **1 (one) reservation** per calendar year.
 - Starting **no earlier** than 1 March 2016 at 0900 – reservations can be made for APR, MAY & JUN
 - Starting **no earlier** than 1 June 2016 at 0900 - reservations can be made for JUL, AUG, SEP & OCT
 - Each request will be allowed to list a 1st and 2nd date preference and a 1st and 2nd inflatable preference.
 - You will be contacted within 3-5 business days of your submission if your request has been approved. Once contacted by MWR staff you will have 48 hours to make payment (credit cards accepted over the phone or pay in-person), return the signed rental agreement (in-person or electronically) and if necessary, obtain Housing approval (see #21) to complete your reservation. Failure to pay, submit a signed agreement and Housing approval (if necessary) will result in a forfeiture of the reservation.
19. **Usage Terms:** The usage period for the inflatable games shall be the same as the usage period for all of the gear issue equipment – Friday pickup between 12p-3:30p and Tuesday drop-off between 12p-3:30p. An MWR employee **MUST** be present to accept the inflatable back into inventory unless other arrangements have been made with the MWR Office.
20. **Space Available:** On Friday mornings, before the start of the rental weekend, patrons can call or stop by the MWR office to check on the availability of an inflatable game. Using the "space available" program will not count as a "yearly reservation" (Section 17) and will be open to any eligible patron regardless of previous use or future reservation.
21. **Coast Guard Housing:** Patrons who reside on base must provide an approved permission form from the CG Housing office when completing the rental agreement form. This permit is available from the CG Housing office.
22. **Transportation of Inflatable:** Patrons are required to have a vehicle large enough for the inflatable games to fit into. The inflatable games will not fit into a small SUV, minivan or station wagon. Each inflatable weighs approximately 300lbs or more. When packing the

inflatable game up, the patron is required to fold the game so that it completely fits back into the protective bag supplied with the game. If the game is not properly folded back into the bag, the patron will be invoiced for \$50 to cover personnel costs required for MWR to repack the unit.

23. **Weather:** The inflatable games are NOT to be used during wet weather. Patrons are **REQUIRED** to protect the inflatable game from the elements. A tarp is provided with the inflatable to cover the DEFLATED unit during foul weather. Any patron returning the inflatable in an excessively wet condition will be invoiced a \$50.00 damage fee. This fee covers the time/staffing cost associated with setting up the inflatable to dry it out before the next rental takes place. MWR reserves the right not to release an inflatable game if the weather forecast is not suitable for its use (i.e. extremely high winds). With our new addition of the Surf-A-Curve Water Slide, it is extremely important that patrons ensure the water slide is dry and free of any excess water. To prevent this, patrons are encouraged to blow up the inflatable and let it dry while blown up in the sun. Once dry, the water slide can then be packed up in its storage bag for return to MWR. Again, if returned wet, a charge of \$50.00 will be billed to the patron who signed for the inflatable.
24. **Safety:** It is the patrons' responsibility to insure that the inflatable is plugged into a GFCI outlet, that the inflatable is properly secured to prevent movement, and that the game is properly supervised.
25. **Assumption of Risk:** BCC MWR will not be responsible for any injuries or accidents which occur while the inflatable game is in use. (See Section 16 for full clause)
26. **Damage/Cleaning:** Patrons will be held responsible for any damage considered not normal wear/tear. No food, drink or silly string shall be inside of the inflatable. Prior to entering all persons must remove shoes, glasses, jewelry and other objects that may harm the inflatable. Patron is responsible for cleaning out the inflatable (dirt, pine needles, sand etc.) prior to returning it to MWR. **Replacement cost of each inflatable varies from \$1,500.00 to \$6,000.00**

Base Cape Cod MWR Gear Issue

All rates are based on a Friday through Tuesday period.

Pick Up: Friday 12:00 - 15:30

Drop Off: Tuesday 12:00 - 15:30

Phone: 508-968-6447

SPORTS EQUIPMENT		FEE	OUTDOOR/INDOOR MAINTENANCE EQUIPMENT		FEE
Basketball		NC	Aerator, Gas powered - walk behind		\$40.00
Bicycle, Mountain Bike		\$20.00	Air Compressor, Electric w/ 16 gal tank		\$25.00
Bicycle, Beach Cruiser		\$20.00	Appliance Hand Truck		\$10.00
Cornhole Set		\$5.00	Auger, Gas powered		\$25.00
Frisbee		NC	Brush Cutter, Gas powered		\$40.00
Horseshoe Set		NC	Chainsaw, Electric w/ 16" bar		\$10.00
Ladderball Kit		NC	Chipper, Wood (small branches only)		\$25.00
Softball Kit (bats, balls, gloves and bases)		\$10.00	Chipper/Shredder Vacuum, Gas powered		\$40.00
Volleyball		NC	Dolly, 4 Wheel		\$5.00
Volleyball Kit, Beach/Grass		\$10.00	Dolly, Hardwood Deck		\$5.00
INFLATABLES (Incl. Blower)		FEE	Extension Cords, 50' or 100'		\$3.00
Large Bounce House		\$40.00	Generator (3000 & 6500 kw)		\$40.00
5 in 1 Bounce House		\$40.00	Lawnmower, Push		\$10.00
Toddler Bounce House		\$40.00	Leaf Blower, Backpack, Gas powered		\$10.00
Surf-a-Curve Waterslide Bounce House		\$60.00	Log Splitter, Gas powered - 2" ball hitch		\$40.00
Pirate Ship Bounce House		\$60.00	Maul, 8lb		\$5.00
EVENT/CEREMONY		FEE	Overseeder, Gas powered		\$25.00
Coffeemaker, 100 cup		\$10.00	Post Hole Digger		\$5.00
Event Stage with Bunting		\$40.00	Pressure Washer, Gas powered		\$25.00
Podium		\$10.00	Rake, Metal bow		\$5.00
TRAILERS		FEE	Rototiller, Large, Gas powered		\$25.00
Enclosed 5x8 Open Mesh Trailer - 1 7/8" ball hitch		\$40.00	Rototiller, Small, Gas powered		\$10.00
TABLES/CHAIRS		FEE	Shovel, Flat edge		\$5.00
2' x 3' Folding Pub Table		\$4.00	Spreader, Seed		\$5.00
2' x 4' Folding Pub Table		\$2.00	Trimmer, Hedge, Electric		\$5.00
3' x 6' Folding Aluminum Table		\$5.00	Vacuum, Shop, Wet/Dry		\$5.00
5' Round Folding Table		\$4.00	Wedge, Splitting, diamond shape		\$5.00
Plastic (black) Non-Stackable Chairs (set of 6)		\$2.00	Weedeater, Electric		\$5.00
Plastic (blue) Stackable Chairs (set of 6)		\$4.00	Weedeater/Limb Pruner combo, Gas powered		\$25.00
			Wheelbarrow, 6cu capacity		\$5.00
GRILLS		FEE	COOLERS		FEE
Propane Grill, Towable		\$25.00	Cooler, 50qt Marine		\$5.00
Propane Tank (full)		\$25.00	Cooler, 90qt Marine		\$5.00
Tailgater Grill		\$15.00	Cooler, 154qt Marine		\$10.00
			Water Cooler, 10 gal		\$5.00

Late fee: \$20.00 per day, per item for a maximum time period of five (5) days. After five (5) days the patron will be required to pay the full replacement cost of item(s).

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