



WSMR Outdoor Recreation

ACOE Lodge Rental Agreement



Name: _____ Rank: _____

Unit/Group/Organization: _____

Phone Number: _____ Email Address: _____

Type of event: _____ Event Date: _____

Event Start Time: _____ Event End Time: _____

Please read, initial, and sign below

Renters Initials

_____ A Non-refundable deposit of \$10 is required make the reservation. This deposit will go towards the total cost of the reservation. The total cost must be paid in full no Later than three days before the events start date.

_____ I am responsible for cleaning the AOCE Lodge at the conclusion of my event. All tables and chairs will be wiped down and clean, if moved, the tables and chairs will be put back in their original place. The floors will be swept and mopped, all decorations will be taken down and the trash will be taken out. If the lodge is not cleaned to Outdoor Recreations standards, I will be charged a one time cleaning fee of **\$50**.

_____ I must bring my own cleaning supplies to clean the facility after use.

_____ **No Glitter** is permitted in the Lodge.

_____ I am financially responsible for any damages that occur to the lodge while I am renting it; I agree to pay the determined fees associated with damaged items.

_____ I will return the key to Outdoor Recreation No Later than one day after the event is over otherwise I will be charged a **\$10 per day late fee**. (Late fee does not apply on days Outdoor Rec is Closed)

_____ Cancellations more than 48 hours of the event will receive a full refund (does not include the non-refundable deposit)

_____ Cancellations within 48 hours from the event do not receive a refund.

_____ Modifying reservations are subject to availability and cannot be guaranteed.

_____ Exceptions are only allowed for emergency military duty or medical emergencies with a written note from the commander or doctor.

_____ I have been provided and read the AOCE Lodge Rental SOP.

Signature: _____ Date: _____

Deposit Paid: _____

Paid in Full: _____