

Eielson AFB
Outdoor Recreation

**Eielson, Valdez, and Birch Lake Military Recreation Area
Change/Cancellation/Responsibility Policy and Fees**

Requested changes to reservations will result in the following fees per item:

- * 45 days or more prior to the first day of occupation-\$10.00
- * 25-44 days prior to the first day of occupation-\$20.00
- * 9-24 days prior to the first day of occupation-\$30.00

Changes are not allowed to be made within 8 days of the reservation.

Example: Changing 3 cabins rented on Thursday/Friday to Saturday/Sunday--35 days from the first day of occupation will result in a \$60 (\$20 per cabin) change fee.

Note: To figure the number of days from the first day of occupation, the day prior to your reservation date is 1.

Cancellation of a reservation will result in the following fees per item cancelled and the difference refunded to you:

- * 45 days or more prior to the first day of occupation-\$15.00
- * 30-44 days prior to the first day of occupation-\$25.00
- * 8-29 days prior to the first day of occupation-\$35.00

No refunds are given for cancellations within 8 days of the reservation.

There will be no refunds given or cancellations allowed due to inclement weather

EXCEPTION TO THE RULE Outdoor recreation does offer leniency to cancellations or changes requested under special circumstances. The only circumstances, under which cancellation/change fees will be waived; regardless of the amount of notice is those involving MILITARY OBLIGATION or MEDICAL EMERGENCY. Such requests must be accompanied by proper physical documentation (for Military obligation, a signed letter or memorandum from the member's squadron commander or flight chief; for medical Emergency, a doctor's note) and submitted to the Director of Outdoor Recreation employees for approval.

I, the customer, am responsible for any damages or losses to any of Outdoor Recreation's equipment or property.

**YOU HAVE 24 HOURS FROM TODAY TO MAKE ANY CHANGES OR CANCELLATIONS
WITHOUT BEING CHARGED ANY FEES**

By signing below, I acknowledge that I have read and understand the above stated policies and therefore agree to pay and fees incurred by changes, cancellations, damages, or losses.

Customers printed name

Date

Customers Signature

Site#/Equipment#

Date of Reservation

Staff Initials