Iceman Lodge Facility Rental Agreement

Iceman Lodge: $50 per hour, $500 half day (12 hours)

A. Stipulations:

1. Full payment is required at the time of reservation.
2. Rental times must accommodate set-up and clean up.
3. When Iceman Lodge is open for winter activities, it will not be available for rental until one hour after the close of business on operating days.
4. The "Rental Fee" will only be waived for OFFICAL MILITARY FUNCTIONS, defined as a change of command or VIP visit, and must be accompanied by a letter/memo from the Commander. Squadron parties or picnics are not considered official military functions. "Rental Fee" for Commanders Calls will be waived for one hour only (a memorandum from the Commander must accompany this request)- only light refreshments are permitted (i.e. coffee, cold drinks, cookies, pastries), anything else would be considered a party.

B. Key Issue and Return:

1. Key may be picked up as early as 1000 the date reserved.
2. When facilities are reserved for a half day period, key may be picked up one hour before the close of business the day before a reservation.
3. Key will only be issued to the person(s) whose name(s) is on this form. NO EXCEPTIONS WILL BE MADE. All other persons will be required to obtain written authorization from the responsible party.
4. Please make note of business hours when making arrangements for key pick up. Winter hours differ from Summer hours of operation. If Outdoor Rec is closed the day before or the day of a reservation, key will need to be picked up prior business day.
5. Key must be returned no later than 1200 the following business day.

C. Very Important:

1. Cancellations require 8 days' notice prior to the day reserved in order to be eligible for a refund of rental fees.
2. Refunds will not be given for reasons due to "inclement weather", unless authorized by Director.
3. The use of staples, tacks, nails, push pins, etc. for decorating purposes is PROHIBITED.
4. Bonfires must be pre-approved by the Director of Outdoor Rec, and a burn permit must be obtained from the base Fire Department. The patron will assume full responsibility for the clean-up of all debris from the fire.

By signing below, I acknowledge that I have read and understand the above stated rules. Therefore, I agree to comply and will assume full responsibility for the facility rented for the duration of my rental period.

Customers Name and Signature	ODR Staff Signature