

RENTAL AGREEMENT | Group Campsite



CHECK-IN: 3 pm **CHECK-OUT:** 1 pm

DAY GUESTS: 8 am-10pm
100 (max capacity)

OVERNIGHT GUESTS: 10 pm-8 am
75 (max capacity)

QUIET HOURS:
Monday-Thursday: 10 pm-8 am
Friday-Sunday & Holidays: Midnight-8 am

GENERAL POLICIES

- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**
- **NO** swimming after dark. Lifeguards on duty at Towers 1 & 2 from 10 am-5 pm
- **NO** landing and/or launching privately-owned motorized watercraft
- **NO** glass containers and/or alcohol consumption on beach of hiking trails
- **NO** open fires, fireworks, portable fire pits, or metal detectors
- **NO** drones or personal aircraft
- **NO** balloons are permitted
- **NO** feeding or hunting feral animals
- **NO** pets (Service Animals allowed with lawful inquiry)
*NOTE: Therapy/comfort animals are **NOT** considered "service animals" per the ADA*
- Fishing allowed **8 am to dusk in authorized fishing area(s) only**

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR (Read and initial next to each item)
	I am the authorized DoD cardholder/sponsor. I understand that I am responsible for my conduct and the conduct of my dependents and sponsored guests. As the authorized cardholder/sponsor, I must be on site from 10 pm-8 am to account for each guest. I agree to the terms below.
	A SPECIAL FUNCTION AGREEMENT and AUTHORIZED GUEST LIST are required for functions with 10 or more unauthorized guests (non-DoD ID cardholders). I MUST contact SECURITY FORCES to obtain and submit these documents. All occupants remaining overnight MUST be registered with SECURITY FORCES.
	I understand each authorized DoD ID cardholder is authorized to sponsor a maximum of 50 unauthorized guests.
	My reservation allows a maximum of 15 tents and a maximum of 75 overnight occupants per site.

INITIALS	SPONSORING GUESTS (Please read and initial next to each item)
	Bellows AFS is a military installation; federal rules and regulations apply. All guests are responsible to abide by Bellows AFS policies. For details, I may refer to guest books, bulletin boards and/or website. I may also contact the FRONT DESK or SECURITY FORCES for questions or concerns.
	All non-DoD ID cardholders must be sponsored onto the installation by an authorized cardholder. For further information, I will refer to the SECURITY FORCES section at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email 18fssdet2bellows.sf@us.af.mil .
	Guests without an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 are REQUIRED to provide a second form of identification prior to being granted installation access.
	All guests are subject to criminal background checks prior to accessing the installation. Guests with unfavorable information WILL BE DENIED access to the installation, regardless of sponsorship by authorized DoD ID cardholders.
	All non-DoD affiliated guests under the age of 16 MUST have a school ID or photo ID on their person at all times; a birth certificate must be available upon request for identification purposes. All non-DoD affiliated guests age 16 and over MUST have a photo ID on their person at all times.
	Foreign National guests will NOT be allowed base entry unless/until they have been properly vetted through SECURITY FORCES (MINIMUM 60 days prior).
	Parking permits are NOT authorized credentials for base access.
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <ul style="list-style-type: none"> • Current driver's license • Current proof of insurance • Rental Agreement (if applicable) • Current vehicle registration • Current vehicle safety inspection

INITIALS	GENERAL GROUP CAMPSITE RULES (Read and initial next to each item)
	Check-in is 3 pm, and check-out is 1 pm. Due to high occupancy, late check-outs are usually not granted. If granted, a late check-out fee of \$10 per 30 minutes may be incurred until 1:59 pm. At 2 pm and beyond, an additional one-night stay will be charged. 24-hour notice is required for refund consideration for early departures.
	I will adhere to loading and parking policies . Vehicles MUST enter and exit the group campsite area via the authorized Overflow Parking (flight line) . Guests are allowed 30 minutes to load/unload. All vehicles MUST park in the Overflow Parking (flight line) for the duration of their stay. Vehicles parked on the grass may be ticketed and towed at owner's personal expense.
	I will report any problems/issues with the rental unit to TURTLE COVE within the first 30 minutes of check-in . Refunds may NOT be authorized for unreported issues beyond the 30-minute period. For after-hours check-in , I will report to the FRONT DESK by 1030 am to update my credit card/other information. I will also report any problems/issues with the rental site to ODR by 0800 am the same day.
	Refunds will NOT be granted due to weather, beach closure, power outages, insects, or other acts of nature (to include loss or damage of personal property). Claims for damage/loss of personal property may be filed at a military Legal office.
	Pets/animals are NOT ALLOWED on the installation. Service animals are allowed; proper documentation required. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". A doctor's prescription for a therapy/comfort animal is not considered "proper documentation." For more info, please visit https://adata.org/publication/service-animals-booklet . UNAUTHORIZED PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A \$250 FEE.
	Feeding or hunting of feral animals is prohibited and grounds for eviction without refund.
	Digging and/or leveling of the camp grounds is STRICTLY PROHIBITED and subject to additional fees/charges.
	Campfires are permitted in designated fire pits only. Flames MUST NOT exceed 4 feet in height. Cutting trees/harvesting wood on Bellows AFS is PROHIBITED . My group is allowed to bring firewood for use in fire pits.
	Cooking units MUST be located at least 6 feet from any structure, tent, or combustible material, and at least 3 feet off the ground. Open, unattended fires and portable fire pits are PROHIBITED . Grills are for outdoor cooking only. I will NOT use grills to burn firewood. I will NOT place an outdoor cooking unit on the picnic tables. Coals MUST be cooled and disposed of in coal dispensers only. I will NOT dispose of coals on the ground or in any trash receptacle.
	I will be considerate of neighboring campers and cabin guests. I understand that excessive noise, profanity, or disturbance are grounds for immediate eviction. Quiet Hours are enforced Monday-Thursday from 10 pm-8 am; Friday-Sunday and holidays from midnight-8 am.
	Trash bags are NOT provided. I MUST provide my own trash bags for my space and place all trash in the dumpsters prior to check-out. I will NOT use the trash receptacles along the walking path (parallel to Tinker Rd) for large volume disposal.
	A minimum fee of \$25 will be incurred if I fail to meet the acceptable standard of cleaning prior to check-out. I agree to remove large firewood debris from the fire pit and ensure the outdoor cooking grills and sink are also clear of debris. I agree to dispose of all trash (including cigarette butts) in the dumpsters near the tennis courts or condo area.
	A \$15 fee will be incurred if I fail to return the group campsite packet upon checkout.

By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarmen.

PRINTED NAME / SIGNATURE: _____ DATE: _____

STAFF INITIALS: _____



SPECIAL FUNCTION AGREEMENT



GUEST SPONSORSHIP FORM (GUEST LIST SPREADSHEET) AND SPECIAL FUNCTION AGREEMENT ARE NOT NECESSARY FOR FUNCTIONS WITH FEWER THAN 10 UNAUTHORIZED GUESTS. SPECIAL FUNCTION AGREEMENTS WILL NOT BE PROCESSED FOR CABINS, CONDOS, OR FAMILY CAMPSITES (RV, MENEHUNE, OCEAN VIEW, AND LETTERED).

DATE OF FUNCTION: _____ TOTAL # OF GUESTS: _____ # OF GUESTS ON LIST: _____

SPONSOR'S FULL NAME/RANK/UNIT: _____ PHONE #: _____

LOCATION OF EVENT: _____ EMAIL ADDRESS: _____

ELIGIBILITY: An authorized cardholder/sponsor is defined as Active Duty military personnel, Reservists, National Guard, military retirees, current/retired DoD civilian employees, and their family members with an authorized ID card. All unauthorized patrons (non-DoD ID cardholders) require sponsorship. Sponsorship limitations per valid authorized cardholder/sponsor are listed on page 2. For more information, call (808) 259-4200, (808) 48-4916, or email 18fssdet2bellows.sf@us.af.mil.

*******ATTENTION*******

Members requesting access to Bellows AFS, who are not in possession of an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 will be required to provide a second form of identification prior to being granted installation access. To find out if your state is in compliance, go to www.bellowsafs.com/real-id.

APPROVAL OF GUEST LIST: The guest list form is available at www.bellowsafs.com/sponsor-guests. This form must be e-mailed to 18fssdet2bellows.sf@us.af.mil no later than 5 duty days prior to the function. **Faxed, scanned, and hand-carried copies of the guest list will NOT be accepted.** You will receive an e-mail confirming that your guest list has been processed. Once you receive that e-mail, additional guests will not be accepted and will have to be sponsored on base by another DoD ID cardholder at the Main Gate. The SPECIAL FUNCTION AGREEMENT Form must be submitted **IN PERSON** to SECURITY FORCES – BASE DEFENSE OPERATIONS CENTER (located inside Bldg. 220/RESERVATIONS) **no later than 5 duty days prior to the event date** to positively identify the sponsor.

Failure to comply may result in delays or denial of guest list issuance.

HELPFUL TIPS:

- Ensure your email includes your guest list, the name of the sponsor, and date/location of the event.
- Ensure your submitted guest list is your final version, with all names being the ones given on their identification cards (no nicknames), and that **ALL THEIR INFORMATION** is included. **ALL** guests must be on the list, including children.
- Use only the provided guest list template. No formatting of any kind is to be used.
- Remind **ALL** guests **16 and older** that they must have a photo ID on their person at all times while on a military installation.

SPONSOR'S RESPONSIBILITY STATEMENT

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR (Please read, initial item, and sign final statement)																		
	I am responsible for the conduct and escorting of my guests while on Bellows AFS																		
	I will remain on-base with my guests between 10 pm-8 am.																		
	<p>I understand and will ensure my guests are aware of rental capacities/maximum occupancy per unit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">RENTAL TYPE</th> <th style="width: 40%;">MAXIMUM OCCUPANCY</th> <th style="width: 30%;">MAXIMUM PER SPONSOR</th> </tr> </thead> <tbody> <tr> <td>Group Campsite</td> <td>Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests</td> <td align="center">50</td> </tr> <tr> <td>Beach Pavilion</td> <td align="center">200 guests</td> <td align="center">50</td> </tr> <tr> <td>Mini-Golf Pavilion</td> <td align="center">40 guests</td> <td align="center">40</td> </tr> <tr> <td>Conference Room</td> <td align="center">50 guests</td> <td align="center">50</td> </tr> <tr> <td>Deck</td> <td align="center">150 guests</td> <td align="center">50</td> </tr> </tbody> </table>	RENTAL TYPE	MAXIMUM OCCUPANCY	MAXIMUM PER SPONSOR	Group Campsite	Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests	50	Beach Pavilion	200 guests	50	Mini-Golf Pavilion	40 guests	40	Conference Room	50 guests	50	Deck	150 guests	50
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	I understand that I may not add or sponsor any additional guests after my Guest List has been generated.																		
	<p>I understand pets are NOT allowed on Bellows AFS. In accordance with 28 CFR 35.136, only Service Animals are protected by law. Proper inquiry and required documentation will be made to validate the service animal's status. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". A doctor's prescription for a therapy/comfort animal is not considered "proper documentation." For more info, please visit https://adata.org/publication/service-animals-booklet.</p>																		
	I will ensure my guests are aware of base regulations and guidelines that pertain to base safety laws, security and restricted/controlled areas while on Bellows AFS.																		
	<p>I will ensure my guests are aware of the provision that all vehicles on, entering, or departing Bellows AFS are subject to search by order of the installation commander and must be willing/able to provide the following to the Gate Sentry:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Current driver's license <li style="display: inline-block; width: 45%;">• Current vehicle registration <li style="display: inline-block; width: 45%;">• Current proof of insurance <li style="display: inline-block; width: 45%;">• Current vehicle safety inspection <li style="display: inline-block; width: 45%;">• Rental Agreement (if applicable) 																		
	I will ensure my guests are aware that any infraction (i.e., military/non-military offense, traffic violations, etc.) will be cited and may result in detainment and/or removal from the installation.																		
	I will ensure my guests are aware that they are NOT AUTHORIZED to sponsor or bring unauthorized personnel onto the installation.																		
	Foreign National guests will NOT be allowed base entry unless/until they have been properly vetted through Security Forces (minimum 60 days prior)																		

By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.

PRINTED NAME / SIGNATURE: _____ DATE: _____

FOR SECURITY FORCES USE ONLY

DATE RECEIVED: _____ SPONSOR ID EXP. DATE: _____

BDOC CONTROLLER (PRINT NAME): _____ SIGN: _____ DATE: _____

VCC REP (PRINT NAME): _____ SIGN: _____ DATE COMPLETED: _____