

Group Campsite Rental Agreement



CHECK-IN/OUT

CHECK-IN: 3 pm CHECK-OUT: 10 am

DAY GUESTS 8 am – 10 pm

100 occupants (max capacity)

OVERNIGHT GUESTS 10 pm – 8 am

75 people; 15 tents per site (max capacity)

QUIET HOURS

Monday – Thursday: 10 pm – 8 am

Friday – Sunday and Holidays: Midnight – 8 am

GENERAL POLICIES

- All BBQ/grilling charcoal **MUST** be disposed of in designated coal pits. **DO NOT** place coals or ash into dumpsters, leach/septic mounds outside cabins, or in dunes. BBQs/grills are **NOT** permitted on the beach. Cabin BBQ grills **MUST** be kept at your unit.
- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols, and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**.
- **NO** cell phone use while driving. Speed limit 10 mph when passing pedestrians.
- **NO** swimming after dark. Lifeguards on duty daily.
- Nature trail, pavilions, picnic areas, and playground are closed after dark.
- **NO** landing and/or launching privately-owned motorized watercraft.
- **NO** glass containers and/or alcohol consumption on beach or nature trails.
- **NO** open fires, fireworks, portable fire pits, or metal detectors.
- **NO** drones or personal aircraft.
- Group gatherings **over 20 people REQUIRE** a facility rental.
- **NO** smoking/vaping in rental units. Smoking in designated areas only (50 ft away from any building.)
- **NO** digging, except at the beach shoreline, without review by Bellows Environmental Program.
- **NO** feeding or hunting feral animals.
- Authorized fishing areas are limited to the jetty (adjacent to Waimanalo Stream), between cabins 449B and 455B, and from cabin 455A up to the Distinguished Visitor fence. **The Distinguished Visitor area beyond the fence is OFF LIMITS. Occupants of beachside cabins between 315B to 449B are permitted to fish outside their cabins, provided they are on the rental agreement. All other areas, including the beach, are prohibited.**
- Recycle and use trash receptacles. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 and throughout the property. Dispose of coals in marked dispensers ONLY.
- **SEE BELOW FOR PET POLICY**

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 AT ALL TIMES to account for each guest. I agree to the terms below.
	A SPECIAL FUNCTION AGREEMENT and AUTHORIZED GUESTLIST 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 occupants per site.
INITIALS	SPONSORING GUESTS 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. All non-DoD affiliated guests age 16 and over MUST have a valid government/state 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. Requests are accepted ONLY within a three (3) month to thirty (30) day window.
	Parking permits are NOT authorized credentials for base access. Visitor passes are required for all non-DoD affiliated overnight guests.

INITIALS	SPONSORING GUESTS CONT. Read and initial next to each item.
	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 vehicle registration • Rental Agreement (if applicable) • Current proof of insurance • 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 10 am. Approval for late check-out is required. 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. An extra day will be charged if check-out occurs after 12 pm. 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 the owner's 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 to update my credit card/other information and report any problems/issues with the rental site to TURTLE COVE by 10:30 am the following day.
	Refunds will NOT be granted due to weather, beach closure, power outages, insects, or other acts of nature (including loss or damage to personal property). Claims for damage/loss of personal property may be filed at any Military Legal Assistance office.
	Dogs are permitted on the installation from sunrise to sunset in outdoor spaces unless staying in designated dog-friendly lodging and HAVE A SIGNED GUEST PET POLICY AGREEMENT. Dogs are NOT PERMITTED in any building or under any covered structure, including condos, pavilions, outdoor deck, Turtle Cove, and AAFES. Service Animals are allowed overnight with lawful inquiry. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". 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. See Bellows Pet Policy at https://www.bellowsafs.com/pets .
	Feeding or hunting of feral animals is prohibited and grounds for eviction without refund.
	Digging and/or leveling of the campgrounds 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.
	Outdoor 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. I understand that BBQs/grills are NOT permitted on the beach and that cabin BBQ grills MUST be kept at my unit. 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, including dumpsters.
	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 the 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:** _____

STAFF INITIALS: _____