

## **OUTDOOR RECREATION**

## **STORAGE RESERVATION**

## **INFORMATION PACKET**

The following needs to be completed, signed, dated and returned to Outdoor Recreation Center by **ALL** patrons that have an assigned space in the RV storage lot.

- ◆ Standard Operating Procedure Signature Sheet
- ◆ The Hold Harmless Agreement
- ◆ The Recreational Vehicle Registration

**Outdoor Recreation  
10155 Swift Road, Bldg 778  
Ft Belvoir, VA 22060  
Phone: 703-805-3081/1488  
Fax: 703-805-4545**

## MEMORANDUM FOR RECORD

SUBJECT: Standing Operating Procedures for Fort Belvoir Personal Property Storage

1. Reference: AR-215-1, 31 July 2007. Outdoor Recreation provides limited recreational vehicle spaces for active duty military in the local area.
2. PURPOSE: To inform owners about the storage program at Fort Belvoir. (Boat storage with special exceptions).
3. ELIGIBLE PATRONS: All active duty as specified in AR 215-1, paragraph 7-1 (31 July 2007).

I, \_\_\_\_\_, am not requesting storage space for personal gain or organizational profit. I understand IAW DOD Directive 5500-7-R Government property may not be used for personal or private gain. I further understand that if this space is being used for a fund raising event, prior approval must be received from the Garrison Commander or his designated representative.

4. STORAGE FEES: The annual or quarterly storage fees are based on category. Statements will be sent to patrons at the beginning of the fiscal year (as a reminder, payments are due no later than the 10th day of the first month of the new quarter or new fiscal year).

a. The storage year begins 1 October and ends 30 September. Owners who register after the beginning of the fiscal year will be required to pay prorated storage fees for the remainder of the fiscal year.

b. Customers may pay their storage fees annually or quarterly. Annual payments are payable in full on or before 1 October. Quarterly payments are due on the first day of each quarter or new fiscal year. Due to credit card security measures, card information is not visible and is the responsibility of the patron to inform Outdoor Recreation of any changes made to the card on file. This includes but is not limited to expiration date change, closed accounts, compromised accounts, etc. A \$20.00 late fee will be assessed on any quarterly payment or annual payment that is more than ten days past due.

5. LOT ACCESS: Access is 24 hours a day using a magnetic card key from Outdoor Recreation. One access card will be issued per space with a \$25.00 refundable deposit required upon issue. There will be a \$25.00 replacement fee for all lost access cards. Patrons losing access cards must contact Outdoor Recreation at (703) 805-3081/1143 immediately.

6. REFUNDS: Refunds of storage fees will be permitted only upon proof of: Permanent Change of Station (PCS), relocation to another geographical area, or proof of sale or transfer of RV or boat. Refunds will be prorated according to months prepaid.

IMNE-BEL-MWR

SUBJECT: Standing Operating Procedures for Fort Belvoir Personal Property Storage

7. **ABANDONED PERSONAL PROPERTY:** Property currently in storage with expired tags or fees 30 days past due will be considered abandoned by MWR and title will be obtained in order to dispose of the property, or sell it at public auction in accordance with Virginia State Code Section 46.2-1208 and DOD 4160.21-M, Chapter 4, Paragraph 40. The personal property will be returned to the customer upon full payment of fees and charges owed if it has not been disposed of, but the personal property will not be allowed to return to the storage lot.

8. **ELIGIBLE PATRONS:** Available space within the RV lot is extremely limited, effective immediately; only active duty residents currently living at Fort Belvoir will be allowed to store vehicles at the RV Storage Lot.

9. **ELIGIBLE VEHICLES:** As per Fort Belvoir Regulation 210-1, trailers, camper trailers, motor homes, RV vans, fifth wheels and trucks pulling them, and pick-up campers may be stored in the lot. Proof of ownership, current State registration, and current insurance are required for storage. Owners must maintain current insurance and current state registration while vehicle is in storage. All eligible vehicles must be registered and owned by the individual wishing to utilize the RV Lot. Under no circumstances will another individual be allowed to rent a slot for another person or a vehicle/trailer which is not titled to the renting patron.

Registrants are required to comply with all federal regulations concerning equipment requirements and standards. All RV's and boats in the RV lots are subject to spot inspections by the MP's, IG, and staff of the Outdoor Recreation Center. Privately owned vehicles (POV) are not allowed, with the exceptions of vehicles on trailers and vehicles stored while the RV is in use. Request for exception of POV storage will be submitted to the Director of MWR.

Owners must maintain their storage area in good order and appearance. Storage areas that are not maintained will be assessed a \$50.00 minimum clean-up fee. Portable personal property or loose equipment should be removed to prevent loss by theft. The Fort Belvoir MWR RV lots reserve the right to deny storage to persons with un-roadworthy boats/vehicles, uninsured boats/vehicles, and boats/vehicles in poor appearance and/or poor condition.

10. **BOAT STORAGE:** Boat Storage is allowed in the RV Storage Area only if the Fort Belvoir Marina is at full capacity and cannot offer a storage space. Verification will be made by Outdoor Recreation with the Fort Belvoir Marina prior to RV storage lot approval. All Boat storage will follow all rules procedures of RV storage lot.

The RV Lot is administered and maintained primarily for RV storage for Fort Belvoir, Myer, and McNair residents.

11. **PCS AND TRANSFER:** The RV Lot is for use by the military community at Fort Belvoir. Capacity of the lot is limited; therefore, owners who PCS or transfer will not be allowed continued storage.

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12. WHERE TO REGISTER AND PAY FEES: Registration and payment is located at Outdoor Recreation, Building 778, located at Tompkins Basin. Payments can be made by cash, credit cards (Visa or MasterCard) or check, Monday through Friday, 0900-1700. If payment is mailed, payment must be postmarked by the 10<sup>th</sup>. If not postmarked by the 10<sup>th</sup> of the month a late fee will be assessed.

Payments may also be mailed at any time to the following address:

Directorate of Morale, Welfare and Recreation  
ATTN: Outdoor Recreation (RV Lot)  
5820 21st Street, Suite 211  
Fort Belvoir, VA 22060-5937

13. HOLD HARMLESS AGREEMENT: All storage users are required to sign a Hold Harmless Agreement (Enclosure 2).

14. SECURITY OF PROPERTY: Portable personal property or loose equipment should be removed to prevent loss by theft.

15. SPACE ASSIGNMENTS: Space assignments are limited to 2 per family and are made on a permanent basis. Parking in a space not assigned to your RV/boat, or failure to comply with rules will result in removal from space at owner's expense. Patrons are encouraged to identify their space as "occupied" when temporarily removing RVs or boat from the lot.

16. MOVING/VACATING: Patrons must notify Outdoor Recreation, pay any fees due, and return magnetic card when vacating the storage lot. Failure to comply will result in continued billing as well as magnetic card replacement fees. Fees and assessments will accrue until the patron's magnetic card is turned in.

17. MECHANICAL WORK: Performance of any mechanical work on your RV/boat while it is located in the RV lot is prohibited. Dumping/draining of any fluids or sewage on the ground is strictly prohibited.

18. For additional information, contact Outdoor Recreation at (703) 805-3081/1488.

Kristin Mayer, Chief  
Outdoor Recreation Division

## Outdoor Recreation Personal Property Storage Standard Operating Procedures Signature

I have received a copy of these Standard Operating Procedures.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Please sign and return

### HOLD HARMLESS AGREEMENT:

The owner understands that the Army does not take custody and control of personal property while it is in the Fort Belvoir storage lot. Storage of the property does not create a bailment or duty of care under the Military Claims Act or the Federal Tort Claims Act. If residing off Fort Belvoir, the owner assumes all risk of loss that may occur as a result of theft, vandalism, fire, flood, or other risks of storage of personal property. To the extent that the Personnel Claims Act may apply to RVs stored due to the owner's residence in on post housing located on Fort Belvoir, the owner understands that the Personnel Claims Act does not provide full insurance coverage, that some losses due to risks of storage may not be covered, and that coverage will not exceed \$3,000. The owner agrees that he or she will maintain adequate insurance on his or her recreational vehicle to cover potential loss.

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I have received a copy of this Hold Harmless Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please sign and return

RECREATIONAL VEHICLE REGISTRATION

(Please notify Outdoor Recreation staff if any of the following information changes during the fiscal year)

Name: (last, first) \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Organization/Duty Phone: \_\_\_\_\_

SSN: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
RV type Make Year Length

License Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Vehicle ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Privacy Statement

AUTHORITY: 5 U.S.C., Section 301, AR 25-55, AR 340-17.

PRINCIPAL PURPOSE(S): To register eligible personnel prior to obtaining a parking permit for Recreational Vehicle Storage Area.

ROUTINE USES: General maintenance of current information on individuals storing campers, trailers or recreational vehicles in the storage areas. Requested information is necessary in the event of an emergency, the owner can be contacted for corrective action.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON THE INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary disclosure. The registration of a recreational vehicle cannot be completed without this information.

I UNDERSTAND AND AGREE THAT:

- 1. In consideration (or in exchange) for being permitted to utilize the Fort Belvoir Outdoor Recreational Vehicle (RV) lot, I hereby release the Fort Belvoir Morale, Welfare and Recreation and the United States Government from any liabilities or claims which result from theft or vandalism during my use of the RV storage facility. I also agree that I will never prosecute or in any way aid in prosecuting any demand, claim or suit against the Morale, Welfare and Recreation or the United States Government for any loss or damage to my property that may occur as a result of theft or vandalism during my use of the provided lot for RV storage.
2. There is a risk of theft or vandalism in this area and that I will need to maintain appropriate insurance coverage on my RV (and its contents) in order to protect myself against such risk. Otherwise, I will self-insure and assume the risks involved.
3. I must maintain valid and current state registration on my RV.
4. I may be held liable for any damage or loss to the Morale, Welfare and Recreation or the United States Government that is caused by my negligence, willful misconduct or fraud.
5. My property will be considered abandoned 30 days past due date in accordance with Virginia State Code Section 46.2-1208 and DoD 4160.21-M "Defense Material Disposition Manual", Chapter 4, Paragraph 40 if timely payment is not made. At that time, MWR will impound vehicle and execute plans to sell at public auction or otherwise dispose of the property.

OWNER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE ONLY

Payment Record: Credit Card Check Cash Payment Type: Annual Quarterly

IMNE-BEL-MWR

14 April 2010

MEMORANDUM FOR Fort Belvoir RV Park/Storage Unit Patrons

SUBJECT: Automatic Billing

1. All RV Park/Storage patrons will have the opportunity to arrange to have their payments for RV Park and Storage Unit space billed automatically to a credit card.
2. If you wish to participate in this program, please visit the operations office at Outdoor Recreation, Bldg 778, Fort Belvoir, VA, Monday – Friday from 0900-1700 to sign payment release form and verify payment terms.
3. If you would like more information, please call 703-805-3081/1488.

Kristin B. Mayer, Chief  
Outdoor Recreation Division

# Credit Card Release Form for Auto-Debiting

**SUBJECT:** Designation of Account Number or Credit Card Number for use in the Outdoor Recreation Center's Auto-Debiting Installment Billing Process for the Recreational Vehicle Storage Lot and Storage Units

**Facility:** Outdoor Recreation Center

**Date:** \_\_\_\_\_

**Sponsor Name:**

\_\_\_\_\_  
(Print)

American Express  Visa  Master Card

**Full Name of Account Holder:**

\_\_\_\_\_  
(Print)

**Credit Card Account Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_

**Billing Address:**

\_\_\_\_\_  
\_\_\_\_\_

**E-Mail Address:**

\_\_\_\_\_

**If you choose the option of Quarterly billing, your credit card will be debited on the 15th of the month before the new quarter, i.e. September 15, December 15, March 15, and June 15. Your account will be debited in the amount listed below.**

**For Annual Billing your credit card will be debited on the 15<sup>th</sup> of the month before the Fiscal Year.**

Quarterly Bill Amount: \_\_\_\_\_

1. You have hereby designated Outdoor Recreation Center to debit your credit card for authorized RV storage and storage unit rentals. Installment billing fees can be altered as they are determined by program/activity enrollment and DOD Category qualifications.
2. You must notify Outdoor Recreation Center 2 (two) weeks in advance of your vacating date from the RV storage lot or the storage unit. If no notice has been received your account will continue to be charged each quarter.
4. This delegation of authority cannot be re-delegated and is valid until formally modified, suspended, or cancelled.
5. The Installation Morale, Welfare and Recreation Fund (IMWRF) will not be responsible for any additional charges a customer could incur from their bank or Credit Card Company if an overdraft on an account or credit card limit exception occurs.

\_\_\_\_\_  
DATE: \_\_\_\_\_

Outdoor Recreation Supervisor / RV Administrator

\_\_\_\_\_  
DATE: \_\_\_\_\_

Acknowledgment of Cardholder (Sponsor)