

OUTDOOR RECREATION

STORAGE RESERVATION

INFORMATION PACKET

The following needs to be **completed, signed, dated, and returned** to the Outdoor Recreation Center by **ALL** patrons **prior to** being assigned spaces in the Recreational Vehicle (RV) storage lot.

- ◆ Standing Operating Procedure Acknowledgement Receipt
- ◆ The Hold Harmless Agreement
- ◆ The RV Registration

Outdoor Recreation

Physical Address:

10155 Johnston Road, Bldg 778

Fort Belvoir, VA 22060

Phone: 703-805-3081

Fax: 703-805-4545

Mailing Address:

Outdoor Recreation

**Directorate of Family and Morale, Welfare and
Recreation**

5820 21st Street, Suite 211

Fort Belvoir, VA 22060

MEMORANDUM FOR RECORD

SUBJECT: Standing Operating Procedure for Fort Belvoir Personal Property Storage

1. REFERENCES.

- a. AR-215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund instrumentalities, 22 June 2010.
- b. DOD 5500-7-R, Joint Ethics Regulation, 29 November 2007.
- c. DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 7, Sales/Resource Recovery, and Recycling Program, August 1997.
- d. Fort Belvoir Regulation 190-2, Motor Vehicle and Firearms Control, 23 October 1998.
- e. Virginia State Code Section 46.2-1208, Chapter 12, Abandoned, Immobilized, Unattended and Trespassing Vehicles; Parking.

2. PURPOSE. To prescribe operating procedures for Fort Belvoir personal property storage. (Boat storage with special exceptions). Outdoor Recreation provides limited recreational vehicle (RV) spaces for active duty military in the local area.

3. ELIGIBLE PATRONS. Available space within the RV lots is extremely limited. Currently only active duty military will be allowed to store vehicles in the RV storage lots until further notice.

4. STORAGE FEES. The annual or monthly storage fees are based on category. Statements will be sent to patrons at the beginning of the fiscal year (as a reminder, no other billing reminders will be sent.).

- a. The storage program uses a fiscal year calendar with the year beginning 1 October and ending 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 monthly. Annual payments are payable in full on or before 1 October. Monthly payments are due on the fifth day of each month. A \$25 late fee will be assessed by space/unit to any account past due after the 11th of each month. Due to credit card security measures, card information is

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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.

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 refundable deposit required upon issue. There will be a \$25 replacement fee for each lost access card. 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 a RV or boat. Refunds will be prorated according to months prepaid.

7. ABANDONED PERSONAL PROPERTY. Property currently in storage with expired tags or fees 30 days past due will be considered abandoned by Family and Morale, Welfare and Recreation (FMWR) and title will be obtained in order to dispose of the property or sell it at public auction in accordance with Virginia State Code 46.2-1208 and DOD 4160.21-M. 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 VEHICLES.

a. Per Fort Belvoir Regulation 190-2, 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 vehicles are in storage. All eligible vehicles must be registered and owned by the individuals wishing to utilize the RV lots. Under no circumstances will an individual be allowed to rent a slot for another person or a vehicle/trailer which is not titled to the renting patron.

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

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c. Owners must maintain their storage area in good order and appearance. Storage areas that are not maintained will be subject to losing rental privilege in the RV lots. Portable personal property or loose equipment should be removed to prevent loss by theft. The Fort Belvoir FMWR 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.

9. 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 lots.

10. PCS AND TRANSFER. The RV Lots are administered and maintained for use by the Forts Belvoir, Myer, and McNair military communities. Capacity of the lots is limited; therefore, owners who PCS or transfer out of the National Capital Region will not be allowed continued storage.

11. WHERE TO REGISTER AND PAY FEES. Registration and payment will be done at Outdoor Recreation, Building 778, located at Tompkins Basin.

- Annual: Payments for the year can be made with credit card, cash, check, or money order. If paying by check, please make it out to IMWRF, ODR, and include your slot number.
- Monthly: Method of payment is credit card (auto debit) only. When you receive a new credit card, please contact Outdoor Recreation and update the card's expiration date to ensure late fees are not assessed.

12. HOLD HARMLESS AGREEMENT. All storage users are required to sign a Hold Harmless Agreement (Enclosure 1).

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

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

15. 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.

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16. MECHANICAL WORK. Performance of any mechanical work on any 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.

17. There is a risk of theft or vandalism in this area and so patrons need to maintain appropriate insurance coverage on RVs (and their contents) in order to protect against such risk. Otherwise, patrons are to self-insure and assume the risks involved.

18. Valid and current state registrations must be maintained on all RVs.

19. Patrons may be held liable for any damage or loss to FMWR or the US Government that is caused by their negligence, willful misconduct, or fraud.

20. Violators to the rules stated in this SOP will be subject to immediate property removal from the Fort Belvoir Storage Lots at the owners' expense.

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

3 Encls

1. as
2. Recreational Vehicle Registration form
3. Automatic Billing paperwork

KRISTIN MAYER
Chief, Outdoor Recreation Division

**Signature of Agreement with the Fort Belvoir Outdoor Recreation
Personal Property Storage Standing Operating Procedure**

In consideration (or in exchange) for being permitted to utilize the Fort Belvoir Outdoor Recreational Vehicle (RV) lot, I hereby release the Fort Belvoir Family, and Morale, Welfare and Recreation and the US 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 Family, Morale, Welfare and Recreation or the US Government for any loss or damage to my property that may occur as a result of theft or vandalism during your use of the provided lot for RV storage.

I also acknowledge receipt of a copy of this Fort Belvoir RV Storage Lots Standing Operating Procedure.
(Please sign and return)

Patron Signature _____ Date: _____

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.

I have read and acknowledge receipt of a copy of this Hold Harmless Agreement.

(Please Sign and Return)

Patron Signature: _____

Date: _____

RECREATIONAL VEHICLE REGISTRATION INFORMATION

(Please notify Outdoor Recreation staff immediately if any of the following information changes)

Name: (last/first) _____ Rank: _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone Number: _____

Email: _____

Organization/Duty Phone: _____

Emergency Contact Information: _____

Social Security # (required per AR 215-1, appendix G): _____

Vehicle Description:

_____/_____/_____/_____
RV type Make Year Length

License Number: _____ State: _____ Exp. Date: _____

Vehicle ID Number: _____

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.

Credit Card Release Form for Auto-Debiting

Facility: Outdoor Recreation, Storage

Date: _____

(Please Print All Information)

Patron Name: _____

Name (as shown on card): _____

Billing Address: _____

Phone Number: _____

Card Type (circle): **Visa** **MasterCard** **Amex**

Card/Account #: _____

Expiration Date: _____

Email Address: _____

Signature: _____

Your card will be billed on the 5th day of each month or the next business day if the 5th falls on a weekend or holiday.

Please note that in order to conserve resources, we will not be sending out billing reminders. Any account not paid on the 11th each month will be charged a \$25 per space/unit late fee. If payment is not made in full, you will be assessed a \$25 per space/unit late fee.

To avoid late fees, please make sure that your card is current and up-to-date. If you receive a new card from your bank, please call Outdoor Recreation to update your account (703-805-3081).