



**APGMWR- Outdoor Recreation
RV Storage Registration Form & Policies
Last updated: December 2022**



Please Sign Below, I acknowledge I have received and read the below information regarding, Aberdeen Proving Ground Storage Facility, and that I agree to follow the rules and policies received.

Application	Signature	Date
Credit Card Form	Signature	Date
Policies and Regulations	Signature	Date

Staff Acknowledgement: _____



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Preferred Location: Aberdeen Side Edgewood Side

Eligibility Status: Active Duty DOD Civilian DOD Contractor Retired Military Retired Civilian

Name written on RV Application, Vehicle Registration and Proof of Eligibility must be the same.
If not written explanation is required. Must provide physical registration.

Last Name: _____ **First Name:** _____

Phone Number: _____
(Preferred)

Mailing Address:

Government Email:

Personal Email:

Vehicle Data: (Select One) Motor Home Travel Trailer Boat w/Trailer Other: _____

Make: _____ **Model:** _____

Color: _____ **Footage (Tongue to Rear Bumper):** _____

Vehicle Registration or VIN Number: (Boat ID Number) _____
Expiration _____

Trailer/ Vehicle Tag Number and State: _____
Expiration _____

Insurance Company Name: _____ **Insurance Policy #:** _____

Any non-recreational vehicle that may be stored in the storage lot while you are using your recreational vehicle. (Must include registration for this vehicle as well.)

Make: _____ **Model:** _____

Color: _____ **Footage (Tongue to End):** _____

Vehicle Tag Number and State: _____ **Expiration** _____

I swear that all the above information above is accurate at the date that I am filling out this application.
I understand that I must provide updates if any of the above information changes.



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Fees:

20' and Under: \$40.00

21' to 30': \$50.00

31' and Over: \$60.00

RV Storage Policies

Requesting Storage: Patron requesting storage must be eligible according to AR 215-1 (Active Duty, Retired Military, DOD Civilian, Full Time Contractor on APG and 100% Disabled Veteran). Registration, Insurance and proof of eligibility must be provided at the time request form is filled out and sent via email to usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@army.mil . **PERSON ON APPLICATION FORM REQUESTING SPACE MUST BE THE OWNER OF VEHICLE BEING STORED.** Once submitted patron will receive a call for payment or to be placed on a waitlist. Patron will be assigned a space in one of our four lots either Aberdeen or Edgewood.

Storage Fees and Billing: Storage registrations go by a calendar year, 1 January to 31 December. Patrons have payment options of Annually, Monthly, Quarterly or Semi Annually. Annually payments are due by the 1st of the year. Any other billing payments will be ran on the 1st of the month, credit cards must be provided along with the Installment Billing form for automatic billing. Patrons are responsible to update credit card information if expired or compromised. LATE FEES begin on the 7th of the month, patron is subject to \$20.00 late fee and additional \$5.00 per day after.

Cancelling Storage/ Abandoning Vehicles: Patron's storage can be cancelled by sending in the request via **email** and stating when/if they remove. MWR Staff will check to make sure vehicle is removed and space is in the manner that it was issued in. Partial refunds will not be provided, only refunds will be provided for full month on future payments.

Refunds: Will be issued if paid for future months that storage will not be used. Partial refunds will not be permitted. Vehicles that are stored with us that are 45 days past due will be subjected to the abandoned process which includes late fees, certified letters and property being removed from space. The personal property will be returned to patron upon payment of all fees associated with the vehicle.

Renewal Process: Submission of registration packet to include Installment billing form, current state vehicle registrations, current insurance policy card or statement and eligibility are required. Credit Card information will have to be provided in order to be relinked to the new bills upon registration.

Space Storage Policies: MWR Staff will complete monthly inspections to make sure spaces are neat and do not have unsightly debris such as ripped tarps, trash and etc. around the vehicle, along with tags are compliant with the state registrations.



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- Wood, cement or rubber blocks of equal length to distribute the weight of the vehicle **MUST** be placed under the hitch tongue to prevent divots and marks in any of our lots. Along with chocks behind at LEAST two tires.
- The vehicle that is registered for that space is the only vehicle allowed in that space unless approved with an exception, if you have a motorhome and a car will be stored in that place while the motorhome is vacant that must be registered at the time of renewal.
- Patrons may **NOT** live or camp in storage lots. You can use a space at the campground at a fee if needed.
- Patrons must stay in assigned spaces, if there is an issue with the space you may contact MWR office or the emergency number.
- Personal property must be locked at all times, MWR is not held accountable for any damages or missing property.

Vehicle Maintenance: Any vehicles being stored must be in working and running condition. **NO** vehicle maintenance will be permitted in any storage lots. All trash must be disposed at the patrons own dwelling. Pop outs and doors are not permitted to be opened while being in the lot. Dumping/ draining of any fluid in any lot is strictly PROHIBITED. If vehicles need to be drained, De-winterized or winterized you can be assigned and use a campground space at a prorated rate of \$10.00.

VIOLATIONS TO ANY PROCESS OR PROCEDURES CAN LEAD TO REMOVAL OF VEHICLE STORAGE

Physical Addresses:

**Outdoor Recreation Building
Aberdeen**
6627 Aerospace Road
APG, MD 21005

Recreation Central Edgewood
8427 Brigade St.
APG, MD 21005

Storage Lots:

RV LOT 1 (Swan Creek)
6627 Aerospace Road
APG, MD 21005

RV LOT 3 (Gadsden)
Hancock Road
APG, MD 21005

RV LOT 2 (Crozier)
Crozier Loop
APG, MD 21005

RV LOT 4 (Cadwalader)
Cadwalader Road
Gunpowder, MD 21010

Email Address: usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil

Phone Number(s):

Aberdeen: 410-278-4124 or 410-278-2621: Recreation Center
410-278-5789 or 410-278-4133: Outdoor Recreation
Edgewood: 410-436-2713: Recreation Center