

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
RV STORAGE
Policies and Procedures Memo
Last updated: December 2019

1. **APGMWR services are for eligible patrons IAW-AR-215-1 Table 7. Proof eligibility must be presented at time of registration. Retired eligible patrons only need to present ID at initial registration.**
2. All users of APGMWR RV Storage services must register with APGMWR ODR.
3. In the case of 100% occupancy, lowest priority IAW- AR 215-1 Table 7 will be required to vacate the facility and be placed on a waiting list.
4. Eligible patron must be the vehicle owner. Proof of valid ownership must be provided at registration. Name on proof of eligibility (ID CARD) must match that on (Title) Vehicle Registration.
5. Patron must have current liability insurance at all times while storing at APGMWR facilities. Patron will be held liable for any damage or loss to another vehicle or the Government property while storing on APG.
6. APGMWR is not responsible for any damage to or loss of personal property while storing on APG.
7. **APGMWR Service Fees and Billing**
 - See RV Storage Facilities and Fees payment sheet explains pricing.
 - Monthly, Quarterly, Semi Yearly Payments are due NLT than the 15th of the month it is due.
 - You have hereby designated Aberdeen Proving Ground RV and Boat Storage to debit your credit/ debit card for authorized storage spaces and slips. Installment billing fees can be altered as they are determined by program/activity enrollment and DoD Category qualifications. No changes will be made without posting fee increases and notification to the patron.
 - You must notify Aberdeen Proving Ground RV and Boat Storage in writing 2 weeks in advance of your vacating date from RV or boat storage lot. If no notice has been received your account will continue to be charges as usual. You may send the notice to usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil
 - Please note that in order to conserve recourses/expense and limited manpower we currently do not send out bills or billing reminders/declination notifications. We will do our best to attempt to make contact via email or phone but ultimately it is the patron's responsibility to ensure all payments are made. Any account not paid by the 15th, a \$20 late fee will be billed every 10 days thereafter. After 45 days vehicle is considered abandoned and may be removed from the lot at owner's expense.

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- Payment information may be updated via may be updated via telephone or email. In doing so this signed document will remain valid until the end of the patron's contract period.

- 8. Recreational vehicle and storage space must be in good working condition and free of visible disrepair as determined by ODR Staff. **Tarps and other covering of vehicles must NOT be ripped and be in presentable condition. Weeds maintained underneath and around vehicle.**

- 9. No other personal property may be stored in the designated space without approval from ODR. All personal items must be stored inside of the recreational vehicle.

- 10. Patrons must complete registration for each vehicle for which they request storage. All second registrations will only be accepted if space is available.

- 11. **Parking**
 - Registered Patrons are assigned a designated (numbered) storage space and may only park in that designated space. Patrons who park in a space not designated may be considered to be "breaking contract" and can lose the privilege to us APGMWR service.
 - Patrons who have someone parked in their designated spot may park in **EMERGENCY PARKING** and notify ODR of the issue the next business day or on the emergency line.
 - o Patrons will remove their vehicles once their designated space is available.
 - **Any registered or non-registered vehicle deemed in violation of policy may be removed from storage area at owner's expense.**

- 12. Patrons wishing to exit storage must submit it in writing to Outdoor Recreation and may be issued a credit for time not used.

- 13. If APGMWR is unsuccessful using contact information (this includes you and your emergency POC) during an emergency situation, by enrolling in storage you authorize APGMWR to move your vehicle without your consent.

By signing below, I agree to follow all the policies listed on this page.

Date: _____

Patron Signature: _____

Staff Acknowledgement: _____