



# APGMWR- Outdoor Recreation Campground Reservation Form & Policies

Last updated: January 2021



Patron Name: \_\_\_\_\_ Site: \_\_\_\_\_ RV Tag #/State: \_\_\_\_\_

Additional Vehicles State/Make/ Model: \_\_\_\_\_

**When making a reservation at the campground you agree to follow the below listed policies.**

1. **Due to health reason surrounding COVID-19 the following must be followed:**
  - a. Must answer the following questions
    - i. Have you had any of the following new symptoms in the last 72 hours: Fever, Cough (either new or different than your usual cough) or shortness of breath?
    - ii. In the past week, have you been in close contact (less than 6 feet) or prolonged contact (more than 2-3 minutes) with someone confirmed to have COVID19?
    - iii. Have you traveled out of the State of Maryland within the last 72 hours. If yes, list where they traveled from/through.
  - b. Campers must be with immediate family members or people with which they reside.
  - c. Guidance on Physical distancing must be followed
  - d. No parties or reservations for more than 8 people will be granted for any one site.
  - e. Trips on and off the installation should be limited to essential activity only.
  - f. Playground and Pools are closed.
2. Dumping Fee \$10 and Dewinterzation Fee: \$20
3. All Patrons must be eligible patrons IAW- AR 215-1 Table 7.
4. All Patrons must be registered with Outdoor Recreation. Any patrons not registered will risk towing.
5. Weekend Reservations require minimum 2 night stay. (Weekend is Friday –Sunday)
6. Patrons will be charged one night non-refundable Administrative Fee at the time of the reservation. Reservation will then be paid in full at check in.
7. All cancellations require 2 % of the cancellation to be retained.
8. All reservations must be confirmed by an Outdoor Recreation Staff via email. You will receive a welcome packet at that time. It is the patron's responsibility to ensure they receive the email and that ODR has accurate contact information.
9. **CHECK IN AND CHECK OUT TIME:**
  - a. **Check In at assigned site after 1PM.** Eligibility must be provided at this time. No exceptions.
  - b. Early check ins must be submitted via email and approved by management.
  - c. Requests for afterhours check in must be made in advance. Please call 410-278-5789, text 443-910-6259, or email outdoor recreation at [usarmy.APG.imcom-fmwrclist.usag-mwr-outdoorrec@mail.mil](mailto:usarmy.APG.imcom-fmwrclist.usag-mwr-outdoorrec@mail.mil) or request and confirmation must be received via email.
    - i. Eligibility will be checked the following business day.
  - d. Check in packets will be left in mailbox.
    - i. Packets will include a welcome brochure, and newsletter.
  - e. Check Out/ Departure: 12 p.m. **All sites will have 72 hour wait time following check out until available again.**
10. The campground is meant to provide camping spaces for recreational travelers, not housing. AR215-1 prohibits homesteading. Minimum weekend stay is two days. (Friday - Sunday) Maximum stay in one site is 60 days in peak season (1 April- 31 October). 90 days in non-peak season (1 November- 31 March). Patrons are authorized to extend their campsites 15 days prior to their exit if there is no waitlist.
11. **Long Term Reservations**
  - a. Payment is due on the 1<sup>st</sup> of the month; after the 7th, a \$20 late fee will be billed every 10 days thereafter. After 30 days of non-payment vehicle is considered abandoned and may be removed from the lot at owner's expense.
    - i. If your reservation has reached a check out date, and you are still present in the campground you will be billed similar to the previous reservation unless communicated otherwise.
  - b. Patrons are required to know their check out date, and ensure if you need to extend your reservation you do so at a minimum 15 days before your next reservation.
  - c. APG MWR will not be responsible for any additional charges a customer could incur from their bank or Credit Card Company if an overdraft on a check-card or credit limit exception occurs.
12. **Facility Grounds**

**By signing below you agree to the policies listed above.**

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



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- a. To prevent interference with grounds keeping maintenance and to ensure RV sites do not become unsightly, the placement of items on the grass area around the RV Pads is not permitted without written approval. All personal items are to be stored on 60 ft. pad.
  - b. Patrons are advised in the winter months to close the water pipe to prevent freezing when not in use. In the winter months please ensure the heat tape on the pipes are secured to prevent freezing.
  - c. Please report any concerns to ODR immediately (Electrical, water or sewage). Patrons are not to tamper with government property. Building things around the site or utilities is prohibited.
  - d. Patrons are required to follow proper procedures when disposing of Fats, Oils, and Grease in the campground. Fats, Oils, and Grease cannot be poured into the sewage this can lead to damage of your RV if the sewage backs up due to inability to flush. Proper way to dispose of Fats, Oils, and Grease is in the containers at the bathhouse facility.
  - e. Washing of vehicles or trailers in campsite is not permitted.
13. Speed limit in the campground is 5 mph in the campground. Patrons exceeding the speed limit could be ticketed by law enforcement.
  14. Patrons will be held responsible for damages/losses to the Campground caused by negligence, or willful misconduct.
  15. The APG MWR assumes no responsibility for damaged, lost or stolen personal property while staying at the Campground. Renters must also provide their own insurance. Please remove all personal property when you leave the facilities (RV Site/Bathhouse/Laundry/ Cabin etc.). Any property left will be taken to the ODR Service Center and held there for one week once found. After a week they will be turned over to DES as missing/found property.
  16. Patrons are responsible for staying in their assigned space. RVs found in unassigned sites must leave without refund.
  17. Only one RV per assigned site. All wheeled motorized vehicles must be registered with APGMWR- ODR. Additional Parking for vehicles that don't fit on the pads are allowed in the circle towards the back of the Marylander RV Park. However there is \$10 fee per week for each additional vehicle. There is no additional parking at Shore Park Travel Camp Ground. Patrons are not authorized to park their vehicle at the Shore Park Bathhouse this is for patron parking when using the facility.
  18. Quiet hours are 2300-0700.
  19. Fireworks of any kind are not permitted.
  20. Trash- Patrons are responsible to dispose of all waste in the dumpsters. Ensure doors to the dumpster are secured after use to prevent wildlife from entering in. Accompany small children to the dumpster to ensure doors are secured.
  21. Fire Pits- Fire pits are for recreational use only.
  22. **Pets**-Patrons are to have pets leashed and under control at all times while on the installation. Must follow all guidelines outlined per APGR 210-6. The following pets are not allowed in the Campground facilities: exotic wild and farm species (examples: reptiles, alligators, eels, snakes, ostriches, falcons, goats, pigs, sheep etc.) For complete list contact ODR. The following dog breeds, Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Terriers), Rottweilers, Doberman Pinschers, Chows and Wolf hybrids.
  23. **Wildlife**- Patrons are directed to not feed or hunt wildlife. If a wildlife animal is found hurt or endangering you or your family or you are to witness any of the above you are to contact Marine and Wildlife (DES) at 410-278-5230.
  24. **Laundry Facilities**- *Laundry facilities are available to any patron staying more than a week in the campground.* Laundry cards will be reloaded at ODR by appointment only. Laundry cards are due back to the drop box outside of the laundry facility upon checkout. Any balance loaded onto cards will not be refunded.
  25. **Cabins**- You must exit the cabin after 30 days of use. No Smoking allowed in cabins. Cabin is to be found in the same condition in which you checked in. Cabins do not come with linens. You may request linen (full set) from ODR at the time of reservation. (A Set is: 8 Towels/ 8 Wash Clothes, 6 Twin Bed Covers, 1 Queen Bed Covers, 1 Futon Bed Covers). Patron will receive combination for linens closet upstairs at arrival to cabin.

**By signing below you agree to the policies listed above.**

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_