

**APG MWR**  
**OUTDOOR RECREATION (ODR)**  
**RECREATIONAL VEHICLE (RV) STORAGE LOT**  
**Application and Registration**

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

**Eligibility Status:** Select One

**Unit Name:** (if applicable) \_\_\_\_\_ **Unit Phone Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **and** \_\_\_\_\_  
(Preferred) (Alternate)

**Mailing Address:** \_\_\_\_\_

**Preferred Email:** \_\_\_\_\_

**Contract Period:** 1 October to 30 September (Unless otherwise noted) \_\_\_\_\_

**Vehicle Data:** (Select One)  Motor Home  Travel Trailer  Boat w/Trailer  Other (please list) \_\_\_\_\_

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Footage:** \_\_\_\_\_

Recreational 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:** \_\_\_\_\_

Vehicle Tag Number and State: \_\_\_\_\_ Expiration \_\_\_\_\_

**The above listed item is stored at:**

**LOCATION:**  AA-GADSDEN  AA-CROZIER  AA-SWAN CREEK  EA- CALDWADER

**SPACE #:** \_\_\_\_\_ **Pin Code for Lot:** \_\_\_\_\_

For a monthly Amount of: \$ \_\_\_\_\_.

**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.**

**Patron Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

APG MWR
OUTDOOR RECREATION PROGRAM (ODR)
Billing and Payment Form
RV STORAGE

- GADSDEN (Aberdeen- across from the Motor Pool)
CROZIER (Aberdeen- across from the museum)
SWAN CREEK (Aberdeen - outside of Building 2184- Outdoor Recreation)
CALDWADER (Edgewood)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Preferred Frequency of Payments: Billing is scheduled to take place between the 1st and the 5th of the month.

- Yearly (1 Oct to 30 Sept)
Semi-Yearly (6 months- Oct 1 and April 1)
Quarterly (3 months- Oct 1, Jan 1, April 1, July1)
Monthly (Auto Debit)

Method of Payment:

Yearly and Semi-Yearly can pay Cash Check or Credit Card. Quarterly and Monthly can pay Credit Card only.

- Cash
Check
MasterCard
Visa
Discover

Auto Debit Option

Auto-Debit-Option. We take the payment (Monthly/Quarterly) from the Card listed below.

Only fill out below if you have selected Auto Debit Option.

You have hereby designated APG MWR ODR to debit your credit card for the below listed amount for the below listed contract period.

Name of Card Holder: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_ CVS#: \_\_\_\_\_

Billing Address: \_\_\_\_\_

(Street, State, Zip Code)

MWR Billing Policies

- 1. You must notify Outdoor Recreation in writing a month in advance of your withdrawal of your rental contract. Requests can be sent via email, usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil or postage letter to 2184 Swan Creek Drive APG, MD 21005. No pro-rate will be given. If no notice has been received you will continue to be billed and possibly charged each month.
2. 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.
3. Payment is due on the 1st; after 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.

I have read and understand the Policies of the APGMWR billing for my designated facility.

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF ONLY

Monthly Amount: \$ \_\_\_\_\_ Yearly Amount: \$ \_\_\_\_\_

Semi-Yearly Amount: \$ \_\_\_\_\_ Quarterly Amount: \$ \_\_\_\_\_

Contract period is: \_\_\_\_\_ to \_\_\_\_\_ Staff Completing Initials \_\_\_\_\_

Aberdeen Proving Ground - MWR  
Outdoor Recreation Services  
RV STORAGE  
Policies and Procedures Memo  
FY 18

9 August 2017

MEMORANDUM FOR STAFF AND PATRONS

**Patrons are required to initial next to each policy and sign at the end of all policies.**

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.** Initials: \_\_\_\_
2. All users of APGMWR RV Storage services must register with APGMWR ODR. Initials: \_\_\_\_
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. Initials: \_\_\_\_
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. Initials: \_\_\_\_
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. Initials: \_\_\_\_
6. APGMWR is not responsible for any damage to or loss of personal property while storing on APG. Initials: \_\_\_\_
7. **APGMWR Service Fees and Billing**
  - See RV Storage Facilities and Fees payment sheet explains pricing.
  - All Patrons' must complete and submit Billing and Payment Form as part of registration.
  - Billing and Payment Form explains payment options this form is a part of the policy.
  - Patrons are required to update Billing and Payment form when CC numbers expire.
  - Monthly, Quarterly, Semi Yearly Payments are due NLT than the 15<sup>th</sup> of the month it is due.
    - o Payment is due on the 1st; after 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. Initials: \_\_\_\_
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.** Initials: \_\_\_\_

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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.

Initials: \_\_\_\_

10. Patrons must complete a registration form for each vehicle for which they request storage. All second registrations will only be accepted if space is available. Initials: \_\_\_\_

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 use 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.** Initials: \_\_\_\_

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

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. Initials: \_\_\_\_

**Emergency POC**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

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

Patron Signature: \_\_\_\_\_

Staff Acknowledgment: \_\_\_\_\_

