



APGMWR- Outdoor Recreation RV Storage Registration Form & Policies

Last updated: 18 October 2024



Preferred Location:

Aberdeen Edgewood

Eligibility Status: Active Duty DOD Civilian Retired Military Retired Civilian
 National Guard/Reserve DOD Contractor

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Alternate: _____

Government Email: (if applicable)

Personal Email:

RV Storage Information

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

Make: _____ Model: _____ Year: _____

Overall Length*: _____

* When measuring RV for LOA (Length overall): Use the following guidelines for measuring: use exterior measurements

- Travel Trailers: length from hitch to bumper; include any rear extensions
- Motorhomes: length from front bumper to rear bumper; include any rear extensions
- Fifth Wheel: length of trailer from neck to rear bumper
- Enclosed and Utility Trailers: length from hitch to bumper; include any rear extensions
- Boat w/Trailer: length from hitch to bumper; include any rear extensions

Trailer/ Vehicle Tag Number: _____ State: _____

Expiration Month/Date: _____

Insurance Company Name: _____ Insurance Policy #: _____



**APGMWR- Outdoor Recreation
RV Storage Registration Form & Policies
Last updated: 18 October 2024**



Fees

20' and Under: \$48.00

21' to 30': \$58.00

31' and Over: \$68.00

Attached Documents required:

Boat Registration Boat Insurance

If applicable to your storage application

Trailer Registration Trailer Insurance

Payment

(Monthly/Semi-Annually/Annual)

Please select one of the following payment options. Method of payment to be set up at time when space is confirmed.

_____ Monthly

_____ Semi-Annually

_____ Annual

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

Application/Policies	Signature	Date
Credit Card Form	Signature	Date

Outdoor Recreation
6627 Aerospace Road, APG MD 21005
Office Phone: 410-278-5789
Emergency Phone: 443-910-5953
Email Address: usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil



APGMWR- Outdoor Recreation RV Storage Registration Form & Policies Last updated: 18 October 2024



RV Storage Policies

Applying for Storage:

- Storage registrations are an annual requirement.
- Person on application form requesting space must be the owner of RV/Trailer/Boat or item being stored. All applicants must meet eligibility requirements IAW AR 215-1.
- Once storage space is confirmed, patron must pay storage fees and provide the following to complete the registration process:
 - Proof of ownership
 - Proof of insurance
 - Valid state boat registration
 - Valid state trailer registration (if applicable).
- Applicants **will not** be considered registered if unable to provide any of these.

Eligibility

- Patron(s) 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).
 - If boat is co-owned, both owners must be eligible patrons.
- Eligibility will be confirmed with a valid ID Card.

Storage Registration and Billing

- Storage period based on a calendar year, 1 January to 31 December.
- Patrons have payment options of Annual, Monthly, Semi-annual.
 - Annual payments are due by the 1st of the year.
 - Monthly billing payments will be run on the 1st of the month, credit cards must be provided for automatic billing.
 - Semi – Annual payments: Billing on 1 January & 1 July
- **It is patron's responsibility to inform Outdoor Recreation of any changes to the card(s) on file.**
 - 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.
 - You will not receive any notifications from this office when your payment is due. It is your responsibility to provide timely payments to this office.

Canceling Storage:



APGMWR- Outdoor Recreation RV Storage Registration Form & Policies Last updated: 18 October 2024



- Patron's storage can be canceled by sending in the request via **email** and stating when boat to be removed from storage. Email must be sent prior to removal of boat.
- MWR Staff will check to make sure vehicle is removed and space is in the manner that it was issued in.

Refunds

- Will only be issued if request for refund is for paid storage in the current calendar year.
- Requests will be considered from the date the refund request is received, not any months prior to date received.
- Remaining full months on annual payment, no partial payments.
- Request for refund will only be permitted upon proof of one of the following conditions:
 - Permanent Change of Station (PCS)
 - Relocation to another geographical area
 - Proof of Sale of or transfer of stored item.
 - New owner of item does not get storage transferred to him. They must submit request and be eligible patron.
- No refunds or pro-rated fees for any requested storage not used during the year.

Abandoned Property

- Any property stored with us that becomes 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 and late fees.

Storage Policies

- 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.
- Each spot is only permitted one item per space (vehicle/boat /trailer). The vehicle/boat/trailer that is registered for that space is the only item 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 out, car must be registered at the time of renewal.
 - No loose/ancillary equipment or property may be outside of vehicle/boat/trailer.
- Patrons may **NOT** live or camp in storage lots. **At no time will patron be permitted to stay or camp in their space overnight.** You can use a space at the campground at a fee if needed and space available.
- Patrons must stay in assigned spaces, if there is an issue with the space you may contact MWR office or the emergency number.



APGMWR- Outdoor Recreation RV Storage Registration Form & Policies Last updated: 18 October 2024



- Personal property must be always locked, MWR is not held accountable for any damages or missing property. Patron assumes all liability or financial obligations for damage or loss of property stored in RV Lot.
- Patron is responsible for maintaining their property in operating condition. No signs of fluids leaking, and all tires must be inflated.
- **NO** vehicle maintenance, repair or assembly/disassembly will be permitted in any storage lots.
- All trash must be disposed of by patron.
- Pop outs and doors are not permitted to be opened while being in the lot.
- Dumping/draining of any fluid or sewage in any lot is strictly PROHIBITED. If RV/Camper needs to be dumped or drained, you can be assigned an open RV site at the rate of \$10.00. No overnight stays permitted when performing this service.

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

Any topic not covered in this document can be referenced in SOP.

Aberdeen Area Storage Lots:

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

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

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

Edgewood Area Storage Lot

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