



**APGMWR- Outdoor Recreation
Marina Storage Registration Form & Policies**
Last updated: November 2023



Please Sign Below, I acknowledge I have received and read the below information regarding, Aberdeen Proving Ground Marinas, 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

Last Name: _____ First Name: _____

Phone Number: _____

Mailing Address:

Government Email: (if applicable)

Personal Email:

Make: _____ Model: _____

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

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

Expiration _____

Trailer/ Vehicle Tag Number and State: _____

Expiration _____

Boat Name: _____

Insurance Company Name: _____ Insurance Policy #: _____

Outdoor Storage Timeframe: _____

Indoor Storage Timeframe: _____

Slip Storage Timeframe: _____

Launch Date: _____ Haul Out Date: _____

**NAME MUST BE VISIBLE ON YOUR BOAT WHILE IN ANY OF MWR STORAGE LOTS/
WAREHOUSES**



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Fees:

- Outdoor Storage: \$3.00 per foot/ per month**
- Outdoor Storage Trailer when in slip: \$1.50 per foot/ per month**
- Indoor Storage: \$4.00 per foot/ per month**
- Slip Storage: \$5.00 per foot/ per month**

Marina 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 Marinas (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, Semi-Yearly, or Quarterly. 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 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.

- **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.**
- **It is patron's responsibility to inform Outdoor Recreation of any changes to the card(s) on file.**

Canceling 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. At that time the remaining balance will be refunded.

Refunds can be issued if paying annually for the months that storage will not be used. 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 and late fees.

Renewal Process: **All patrons are to submit applications for storage annually.** Once storage space is confirmed, patron must pay storage fees and provide a proof of ownership, proof of insurance, a valid state boat registration, and a valid state trailer registration (if applicable) to complete the registration process. Applicants **will not** be considered registered if unable to provide any of these. Boats that are



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jointly owned require both owners to be eligible patrons and the boat will be registered by the priority of the owner making the application. Credit Card numbers will have to be provided at this time to be relinked to the new bills at this time.

Storage Policies (All types): MWR Staff will complete monthly inspections to make sure spaces are neat and do not have unsightly debris such as ripped tarps, trash, etc. around the vessel.

- Boat owners are to maintain boats and storage areas in good order and appearance. MWR reserves the right to deny storage to persons with un-seaworthy vessels, uninsured vessels, vessels in poor appearance, and/or poor condition. All boat trailers stored must be always road worthy.
- Personal property must always be secured, 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 at marina.
- Patron is responsible for maintaining their property in operating condition. No signs of fluids leaking, and all tires must be inflated.
- Personal property is not to be stored outside of the registered vessel.
- **All boats must be marked with patron's name visible to staff.**
- MWR reserves the right to move boats temporarily from their storage space, if necessary for the operation of the marina. **No locks on boat hitches.**
 - No boats will be moved until owner has been notified by ODR personnel.
- Maintenance: Any/all maintenance performed on premises will comply with Clean Marina guidelines.
- **Piers:** Patrons are not permitted to attach any permanent or detachable fixtures to the piers.

Pertaining to Edgewood Marina:

Fuel: All DOD ID Card holders who are boating are permitted to purchase fuel at the pumped located at Edgewood Marina (Gunpowder Neck Marina). Fuel can be purchased and pumped during advertised hours staffed by MWR volunteers. All fuel sales and fuel services must be recorded on the fuel log with the volunteer. The current methods of payments are check or card. The price of fuel is based on the sale price of the last delivery from the vendor.

FUEL SPILL EMERGENCY PROCEDURE

- Turn off fuel pump/emergency stop button.
- Dial 911 report fuel spill and location immediately to Fire department.
- Deploy spill control booms located at fuel pump.
- Turn off all bilge pumps on boat being fueled e. Alert other boats in close proximity to spill.
- Call ODR Business Manager and Facilities Manager to inform them of spill.
- Fire department will notify Coast Guard/EPA if deemed necessary. i. 2 drops spill is not required to be reported.



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- All containment waste must be disposed of offsite in Hazmat containers.
- Do an after action report combined with fire department report and submit to ODR.

Indoor Warehouses: Patron's storing annually are asked to park towards the back of the warehouse due to seasonal patron removing in early April. Patrons that want to come out before 30 April are asked to be one of the last to go in the warehouse.

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

POINT OF CONTACTS

Outdoor Recreation 410-278-5789

Fire Department 911 / 410-306- 0545

US Coast Guard 1-800-424-8802

Natural Resources Police 410-260-3400

MD Dept. of Environments Emergency Response Division 410-974-3551

Building Locations

Aberdeen Marina:

Spesutie Island Rd, Aberdeen Proving Ground MD 21005

(MAPS ADDRESS)

Edgewood Marina:

20th Street, Edgewood MD 21040

(MAPS ADDRESS)

Warehouse 2168:

20th Street, Edgewood MD 21040

(MAPS ADDRESS)

Warehouse 2170:

20th Street, Edgewood MD 21040

(MAPS ADDRESS)

Warehouse 5915:

Lagoon Road, Joppa MD 21085

(MAPS ADDRESS)



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