

Directorate of Family and Morale, Welfare and Recreation
Community Recreation Division
Outdoor Recreation Program
Marina/ Boat Storage Policy
Aberdeen Proving Ground, MD

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF

1. **PURPOSE:** To prescribe the rules and policies governing the Outdoor Recreation marina and boat ramp program at Aberdeen Proving Ground under the provisions of AR 215-1.
2. **RESPONSIBILITIES:** The operation of the marinas and boat ramps at APG falls under the responsibility of USAG APG, DFMWR, Community Recreation Division (CRD), and Outdoor Recreation (ODR) Program. Patrons of the marinas are invited to become official volunteers to assist the Outdoor Recreation (ODR) Program staff in all aspects of marina operation.
3. Each marina has established an Advisory Volunteer Council made up of patron volunteers who work directly with the ODR staff to accomplish the mission. Councils also meet to provide recommendations and suggestions for improvements to the facilities and program. Advisory Council and registered volunteers acting in an official capacity under the direction of the ODR are considered MWR for the purpose of this SOP.
4. **GENERAL:** APG MWR operates two marinas, each with a boat ramp located on site, and two additional boat ramps. Spesutie Island Marina (SIM) is located in the Aberdeen Area (North) of APG (APG North) and the Gunpowder Neck Marina (GNM) is located in the Edgewood Area of (APG South). Additionally, the Swan Creek boat ramp is located in the Aberdeen Area, and the T-Dock boat ramp is located in Edgewood Area. Both marinas offer berthing facilities for authorized private boat owners on site (in the water and on the land/Berm). Indoor berthing/storage facilities are also available. There are fees associated with each type of storage available. A list of those fees is available at Appendix A.
5. **ELIGIBILITY:** 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.
6. **CONDITIONS:**
 - a. Because of limited storage facilities at APG, storage of privately owned boats on site at one of the APG Marina's is limited to those eligible patrons who live within 30 miles of the installation, whose boats are seaworthy, and who get underway at least twice during the registration year.
 - i. The 30 mile distance will be measured from the intersection of MD Routes 40 and 543 and the owner's residence. This will be calculated by MapQuest, Google Maps or similar mapping applications. If the mapping application requires a specific 'from' address, U.S. Post Office at 4405 Pulaski Highway Belcamp, MD 21017 will be used.
 - ii. Exceptions to Policy can be submitted in writing to Chief, Community Recreation Division and will be reviewed on a case by case basis.

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- b. All boats stored on site (in water or on land/Berm) must be seaworthy and must get underway and be navigated from the confines of the marina for at least two hours, a minimum of two times between the dates of 1 May and 1 September. Exceptions may be made for deployments and other situations incurred by the patron during the registration year. All exceptions must be submitted in writing to the Chief, Community Recreation Division.
 - c. Anyone born on or after July 1, 1972, must have a Certificate of Boating Safety Education to operate a boat or personal watercraft (PWC). Those under 16 who are operating a motorized boat 11 feet or more in length and do not have a valid Certificate of Boating Safety Education must be supervised by someone at least 18 years of age. Those younger than 16 may not operate a PWC, even with a Certificate. In addition to the Maryland Boating Course, all patrons utilizing the waters of APG must take the APG Boater Orientation Course available at www.apgmwr.com, Outdoor Recreation/Marina page.
7. APPLICATION AND REGISTRATION:
- a. Applications: All patrons (current and new) are required to apply and register annually. All current patrons with a boat in storage at one of the Marinas are required to meet all requirements of registration annually and within the prescribed registration period. Current patrons who fail to meet the requirements after 45 days will be removed from registration, their boats considered abandoned, and boat will be towed at the owner's expense.
 - b. All eligible patrons desiring boat storage services will complete in full and submit the APG boat storage application form to MWR. Applications will be accepted starting in August for the following boating season. Applications may be mailed, emailed, or delivered to MWR staff during this time. Applications must be typed. Applications will be date and time stamped by MWR staff upon receipt. Applications with missing information may not be date stamped until all information is provided. All applicants must meet eligibility requirements and agree to all conditions of registration listed.
 - c. All applications for registration will be processed in priority order (4a) on a first come first serve basis. Accepted applicants will be contacted via contact information provided on the application to complete the registration process. Applications will include both summer and winter storage requests and, when registration is complete, patrons will be assigned storage space for both seasons.
 - d. First boats in a particular facility take precedence over second and subsequent boats that patrons desire to place in the same facility. All first boats will be accommodated before any second boats, second boats before third and so on. This priority is applied without regard to patronage of the owners.
 - e. Registration forms must be signed in person and a valid DOD identification card must be presented to verify eligibility. Exception to this policy will be considered for current

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registered patrons who are Military or Civilian retirees. Those current patrons may complete the registration process via the mail.

- f. **Registration is valid for one year.** The storage year begins 1 January and ends 31 December. Owners who register after the first will be prorated.
- g. Registration: once storage space is confirmed, patron must pay deposit, storage fees and provide a proof of valid registration, proof of insurance, a valid state boat registration, and a valid state trailer registration (if applicable) in order to complete the registration process. Applicants will not be considered registered if unable to provide all of these. Boats that are jointly owned require both owners to be eligible patrons and the boat will be registered by the priority of the owner making the application. Name on proof of eligibility must match the registration documents. Applicants have 30 days from date informed to provide required documentation to keep the assigned storage space. If documentation is not provided, storage space will be assigned to the next application in line.
- h. Registration fees may be paid by Visa, MasterCard, Cash, or Personal Checks made payable to IMWRF. Fee schedule is located at Appendix A. Upon registration a two month deposit will be made. This fee will be refunded at the end of the registration period minus 5% admin fee. Payment is due on the 1st of the month beginning the registration; 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. Waiting lists: Every effort will be made to provide storage space as requested, however, because of limited storage space, not all applications will result in confirmed registration and assigned storage space. If storage space is not available, patron will be placed on a waiting list for the next available space. Next available space will be assigned in priority order IAW AR 215 Chapter 7, Table 1, and then by date of application.
- j. Patrons may terminate their registration at any time with a written, signed notice to MWR at least 30 days in advance of termination date. You may send the notice to usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil. Refunds will be pro-rated once the boat is removed from the marina.
- k. It is the responsibility of the patron to inform ODR of any changes to their registration documents that occur during the registration year. This includes updated registrations and insurance. Failure to do so could result in suspension of privileges.
- l. Patrons may only use the storage space assigned at registration. MWR reserves the right to make changes to space assignments after registration if necessary for the safe and proper operation of the facility. All changes will be communicated to the patron before any storage space is officially changed.

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- m. I acknowledge what when addressing MWR staff know that we WILL NOT tolerate abusive language or threats from patrons. We have a process in place for the patron to address to the ODR Director in writing/ or in person with all concerns. Patrons who do not abide by this policy will be submitted to the chief of community recreation division and in danger of revocation of their benefits to use MWR services.
- n. MWR volunteers may contact patrons regarding registration/ parking of my recreational vehicle. They will have access to your email/ phone number and boat registration. Patrons who are not given access from MWR to contact other patrons are not authorized to do so.

8. STORAGE AREAS

- a. The maximum size boat MWR can service in a slip is 40 feet with a 14' Beam.
- b. MWR reserves the right to move boats temporarily from their storage space, if necessary for the operation of the marina.
- c. Boat owners are to maintain boats and storage area 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 road worthy at all times.
- d. Personal property is not to be stored outside of the registered boat or approved dock boxes. Indoor boat patrons are allowed to store items inside the boat stored. Additional storage space must be approved in writing from MWR.
- e. Patrons are required to comply with all State and Federal regulations concerning equipment requirements and standards. All watercraft are subject to spot inspections by the U.S. Coast Guard. A courtesy motorboat examination is conducted free of charge by the U.S. Coast Guard Auxiliary.
- f. A monthly inventory of all stored boats will be conducted by MWR. The inventory will be reconciled with the official registration records. Those vehicles unauthorized may be removed at owner's expense.
- g. MWR assumes no liability for boats or personal property stored in boats at the Marinas or any of the boat launch locations.
- h. Warehouse access is available to patrons who store their watercraft in those facilities through combination provided by MWR. This code is changed annually. Warehouse storage is for boat use only.

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- i. Aberdeen Proving Ground assumes no liability for boat stands at any of the watercraft storage facilities. Patrons electing to store their boats on stands at a storage facility do so at their own risk.
- j. The Marinas at Aberdeen Proving Ground and all said storage facilities are for eligible patron recreational use only. They are not to be used for commercial or financial gain.
- k. Patrons must conduct themselves and their watercraft with courtesy and respect while using any of APG's boat launches/ ramps, storage facilities and waters. Specific boat ramp policies are posted at the ramps. Patrons observed disobeying these policies will have their patronage privileges revoked.
- l. Marina privileges may be revoked for any action which interferes with the safe operation of the marina, storage facilities or boat ramps/ launches.
- m. No renting or subletting of slips. Transference of slips is not permitted, i.e. current slip holder sells boat – the slip does not transfer to new owner of boat.
- n. Live a-boards are not permitted at any Marina at APG. A live a-board is defined as a person(s) using a vessel as a residence or overnight accommodation between 2200 and 500 for more than two days out of seven maximum per month. Patron's found to be in violation of this policy may lose all rights and privileges as a registered storage user of the Marinas at APG.
- o. Canopies and structures erected around boats are not permitted.
- p. No paint or carpet can be attached permanently or temporarily to dock.
- q. Use of portable grills is prohibited on boats, docks or piers.
- r. Fuel: Patrons are not to fill fuel tanks on piers/docks unless they are at a location where a fuel dispenser is located. The only site to purchase fuel on APG is located at Gunpowder Neck Marina (APG South). For more information see Appendix B. All fuel spills are to be reported as reported in Appendix D.
- s. Pump –out System: Both marinas have a pump-out system.
 - I. GNM location: System located next to area where travel lift sits,
 - II. SIM location: System is portable and is kept in fenced in area across from Bldg. 36
- t. Temporary slips are available on a first come – first serve basis for current APG Spesutie Island Marina patrons. Patron will pay a daily rate of \$1.25 per foot.
- u. Fishing from piers or boat docks at marinas is not permitted, with the following exception: fishing from the T - Dock (located off of Hoadley Road, APG South) is permitted.

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- v. Swimming and water skiing are not permitted within 300 yards of the confines of the marina, boat ramp and/or fishing piers.

9. SAFETY INFORMATION

- a. The surrounding water of APG falls within the “Exclusive Federal Jurisdiction” of the U.S. government and the U.S. Army. Because these waters, shorelines and islands adjoining the installation are used in weapons and ammunition testing and training, and because of the inherent dangers associated with such missions, use of the waters surrounding APG is restricted and, at times, closed when in use by the U.S. Army in accordance with Title 33 of the Code of Federal Regulations. A fleet of APG patrol boats are positioned in restricted waters during testing/ training to prevent unauthorized entry.
- b. Because of testing/ training missions, unexploded (DUD) ammunition may be laying underwater or in the sediments. Boaters are directed not to handle or remove any type of unrecognizable objects from the waters or beaches. In the event that suspect munitions items or an unknown item is encountered, do not touch the item, move away from the item, mark the area if safely possible and report the item to APG’s Emergency Operations Center (410.676.0960 or 410.278.7220).
- c. Maryland's waters offer wonderful opportunities for recreational boaters. With the ever-increasing number of boaters on our waters, it is the responsibility of all of us to work together to ensure that our waters are clean and safe.
- d. Please invest the time to educate yourself in the practices necessary to be a safe and responsible boater.

10. APG BOAT DOCKS

- a) The following boat docks are located in APG waters:
 - i. Gunpowder Neck Marina
 - ii. T – Dock Boat Ramp (APG South, located off of Hoadley Road along the Gunpowder River)
- b) The following boat docks are located in State waters (APG has jurisdiction to mean low tide mark)
 - iii. Spesutie Island Marina
 - iv. Swan Creek Boat Launch

11. ADDITIONAL INFORMATION: All patrons should be aware of all Federal and State laws, regulations or ordinances pertaining to use of surrounding waters.

APGMWR

Boat Storage Registration Patron Checklist

<u>Patrons must provide the following information</u>	
Please note: If patron has not provided all documentation, but is still in storage they will be on a month to month contract until all documentation has been provided.	
1) Proof of eligibility by one of the following: The ID Card holder must be the primary name on ALL supporting documents <input type="checkbox"/> CAC Card* <input type="checkbox"/> Uniformed Services ID Card* <input type="checkbox"/> Civilian ID Card* <input type="checkbox"/> Government Email** <input type="checkbox"/> Spouse ID Card*	
Patron Name: _____	
2) Email or Provide Proof of Ownership of Boat: <input type="checkbox"/> State Boat Registration Card *Must be current and in ID card holder's name <input type="checkbox"/> (OR) USCG Documented Boat Registration *Must be current and in ID card holder's name	
3) Email or Provide Proof of Ownership of Trailer <input type="checkbox"/> State Vehicle Registration Card *Must be current and in ID card holder's name <input type="checkbox"/> Boat being stored on stands (EA Outdoor Storage ONLY) <input type="checkbox"/> Slip Storage Only	
4) Email or Provide Proof of Insurance <input type="checkbox"/> Insurance Card or Policy Information Document, must have policy number, boat's information, and insurance holder's name on document *Must be current and in ID card holder's name	
5) Email (In body of email or attach this form) Specific Storage Date Ranges Storage 1 Date Range: _____ <input type="checkbox"/> Aberdeen Outdoor Space <input type="checkbox"/> Aberdeen Slip Assignment <input type="checkbox"/> Edgewood Outdoor Side <input type="checkbox"/> Edgewood Indoor Warehouse <input type="checkbox"/> Edgewood Slip Assignment <input type="checkbox"/> Haul Out Date: _____ <input type="checkbox"/> Launch Date: _____ Storage 2 Date Range: _____ <input type="checkbox"/> Aberdeen Outdoor Space <input type="checkbox"/> Aberdeen Slip Assignment <input type="checkbox"/> Edgewood Outdoor Side <input type="checkbox"/> Edgewood Indoor Warehouse <input type="checkbox"/> Edgewood Slip Assignment <input type="checkbox"/> Haul Out Date: _____ <input type="checkbox"/> Launch Date: _____	

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6) Email or Provide Emergency Contact Information <input type="checkbox"/> Name: _____ <input type="checkbox"/> Phone Number: _____ <input type="checkbox"/> POC's Relation to Boat Owner: _____	
7) Payment process <ul style="list-style-type: none">• You will not be able to reregister with owed fee's• You will be reregistering for 1 January to 31 December.<ul style="list-style-type: none"><input type="checkbox"/> Pay Annually<input type="checkbox"/> Pay Semi- Annually<input type="checkbox"/> Pay Quarterly<input type="checkbox"/> Pay Monthly• If you opt to have a bill set up, we will need the last 4 digits on the card you want to keep on file, and the expiration.• If you have emailed your information to us, we will call within 72 hours to finalize your payment.	

ODR will start accepting applications 1 December for the following year.

In person registrations can be done at Outdoor Recreation Monday to Friday 1000 to 1600.

You may also reregister via email at usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil.

Ensure all documents listed in checklist are attached to the email.

Please allow 72 hours for these applications to process.

If applicant is Active Duty, Civilian, and Contractor and wishes to re-register via email then they will need to use a verifiable government email to re-register for proof of eligibility.

Patrons please note that there will be no more seasonal rates, or seasons.

You will only pay for the services you want when you want them.

You are required to let MWR know when you want certain services.

Fees are per foot per month:

Outdoor \$2.00 per foot

Indoor \$2.50 per foot

Water Slip \$3.50 per foot

Haul Out/ Launch: \$1.25

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FUEL SALE OPERATIONS

1. All DOD ID card holders who are boating are permitted to purchase fuel. The pump is located at Gunpowder Neck Marina (APG South).
2. Fuel purchases can be made during advertised hours staffed by MWR Volunteers
 - a. Current Hours:
 - i. Wednesday: 4:00p – 7:00p
 - ii. Friday: 5:00p – 8:00p
 - iii. Saturday: 9:00a – 12:00p
3. The following methods of payment are accepted as payment by DOD ID card holders:
 - a. Check, Visa, Master Card, and Discover
4. Due to fluctuating prices of fuel, the sale price will be set in accordance with the price of last delivery from vendor.
5. Please refer to Marina Program- Fuel Policies and Procedures memo for the most recent way to account for fuel sales.
 - a. All Fuel Sale and Fuel Service Accountability must be recorded on the GNM Fuel Sale Log

EMERGENCY EVACUTATION PLAN

This plan establishes preparedness and response procedures for continuity of operations in the event of severe weather relocation and ensures the safeguarding of personnel, equipment and resources.

1. Severe Weather: It is important that the patrons provide the latest contact information on their applications. In addition if that information changes it is critical that the information be updated as soon as possible.
 - a. Alternate contact information is required as a secondary point of contact in the event the boat owner cannot be contacted.
2. When severe weather occurs the Garrison Emergency Operations Center (EOC) will make the determination if boats need to be removed from the water.
 - a. If the decision is made that all boats must be removed MWR personnel will make every effort to contact the boat owner or alternate contact.
 - b. In the event MWR is unable to get in contact with boat owner during emergency situations the boat owner risks losing MWR privileges.
3. Those with trailers can temporarily store their boats in the following locations (APG North):
 - a. Outdoor Recreation Parking Lot at Building 2184
 - b. MWR RV Storage Lot
4. Those with trailers can temporarily store their boats in the following locations (APG South):
 - a. MWR RV Storage Lot
 - b. b. Bayside Pool
5. Those patrons who elect to leave their boats on the berm or parking lot must take every precaution necessary to prevent loss or damage to their property, other patron's property or the facility.
 - a. Once the severe weather has passed the patrons are expected to place their boats back in their assigned locations soon as possible or coordinate with MWR Staff for an alternative location.
6. During extreme weather conditions MWR may decide to close access to the piers and docks for patron safety.
7. MWR shall have the right to move boats to another location to prevent loss to the owner and the facility. This will only occur after all efforts to contact owner or alternate contact have been unsuccessful.

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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
- Alert other boats in close proximity to spill
- Call ODR Business Manager Lyndsey Moore to inform her of spill
- Notify Environmental officials /Paul Harvey
- Notify Safety official Chris Soller
- Fire department will notify Coast Guard/EPA if deemed necessary.
 - 2 drops spill is not required to be reported.
- All containment waste must be disposed of offsite in Haz-Mat containers
- Do an after action report combined with fire department report and submit to ODR

Point of Contact List

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
Lyndsey Moore	ODR Director	443-356-1856
Ken Singleton	Facilities Manager ODR	410-937-1167
Paul Harvey	Environmental	410-306-2274
Chris Soller	Safety	410-306-1085/ 410-688-6880(cell)
Dave Morlok	Commodore	443-417-4568
Rich Zaeldonis	Fuel Committee Chair	443-850-5653

CLEAN MARINA REQUIREMENTS

- A. REPAIRS AND SERVICE (to hull and engine: painting, cleaning, washing, sanding, scraping, etc.)
1. Work on hulls and engines only in designated areas or use portable containment enclosures with approval of marina management.
 2. Use tarps and vacuums to collect solid wastes produced by cleaning and repair operations—especially boat bottom cleaning, sanding, scraping, and painting.
 3. Conduct all spray painting within an enclosed booth or under tarps.
 4. Use non-toxic, biodegradable solvents.
 5. Capture debris from boat washing and use only minimal amounts of phosphate-free, non-toxic, and biodegradable cleaners.
 6. Use drip pans for any oil transfers, grease operations, and when servicing I/Os and outboard motors.
 7. Obtain management approval before commencing any repair which will open the hull. Clean and pump bilges free of contaminated materials before and after repairs which open the hull.
 8. Use spill proof oil change equipment.
- B. VESSEL MAINTENANCE WASTE
1. Non-toxic residue of sanding, scraping, and grinding: bag and dispose of in regular trash.
 2. Toxic and non-environmentally safe solvents and cleaning liquids: seek specific directions from marina management or dispose of with licensed agency.
- C. FUEL OPERATIONS
1. Install fuel/air separator on fuel tank vent line(s) to prevent overflow of fuel through vent.
 2. Keep petroleum absorbent pad(s) readily available to catch or contain minor spills and drips during fueling.
- D. WASTE OIL AND FUEL
1. Recycle used oil and antifreeze.
 2. Add a stabilizer to fuel tank in the fall or an octane booster to stale fuel in the spring. Use the fuel or bring it to a household hazardous waste collection site.
 3. Absorbent materials soaked with oil or diesel: drain liquid and dispose of in used oil recycling container; double bag absorbent material in plastic and dispose in regular trash receptacle.
 4. Absorbent materials soaked with gasoline (flammable): air dry and reuse.
 5. Bio-remediating absorbent products: dispose in regular trash as long as no liquid is dripping. Because the microbes need oxygen to function, do not seal in plastic.
 6. Oil filters: drain and recycle the oil; recycle the filter or double bag and put in regular trash.
- E. ONBOARD PRACTICES
1. Maintain oil absorbent pads in bilge. Inspect no less than annually.
 2. Do not discharge bilge water if there is sheen to it.
 3. Use only low-toxic antifreeze (propylene glycol). Recycle used antifreeze (even low-toxic antifreeze will contain heavy metals once it has been used).

CLEAN MARINA REQUIRMENTS (continued)

F. SEWAGE HANDLING

1. Never discharge raw sewage within Maryland waters.
2. If you have an installed toilet, you must have an approved Marine Sanitation Device (MSD).
3. Do not discharge Type I or Type II marine sanitation devices within the marina basin.
4. Use marina restroom facilities when at slip.
5. Do not empty port-a-pots overboard; use marina dump facility. Do not empty port-a-pots in the restrooms.
6. Do not discharge holding tanks overboard; use pump out facility.
7. If you must use a holding tank additive, use an enzyme-based product. Avoid products that contain quaternary ammonium compounds (QACs), formaldehyde, formalin, phenol derivatives, alcohol bases, or chlorine bleach.
8. Live-aboard, place a dye tablet in holding tank after each pump out. The dye will make any illegal discharges clearly visible.

G. ORGANIC WASTE

1. Cleaning fish is not authorized.
2. Grind, compost, or double bag fish scraps is not authorized.
3. Walk pets in specified areas and dispose of their wastes, double-bagged, in the dumpster.

H. SOLID WASTE

1. Recycle plastic, glass, aluminum, newspaper, and used lead batteries must be removed from the facility.
2. Place trash in covered trash receptacles; replace covers.

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I have read and received a copy of the Standing Operating Procedures of the Aberdeen Proving Ground Marina's Boat Storage Facilities. *Please Sign and Return.*

Patron Name: _____ DOD ID #: _____

Patron Signature _____ Date: _____

HOLD HARMLESS AGREEMENT

The owner acknowledges that the Army does not take custody and control of personal property in the Aberdeen Proving Ground Outdoor Recreation Boat Storage Facility. Storage of property does not create bailment or duty of care under the Military Claims Act or the Federal Tort Claims Act. The Personnel Claims Act does not apply to boats, trailers or other property stored at MWR storage lots. The owner understands that it is her or her responsibility to maintain insurance to protect against the risk of potential loss. In consideration for being permitted to use the Aberdeen Proving Ground Recreational RV lot, I hereby release the Aberdeen Proving Ground Family, and Morale, Welfare and Recreation and the U.S. Government from any liability or claims, including claims for loss from theft or vandalism, which may occur during my use of the RV storage lot. I also acknowledge receipt of a copy of this Aberdeen Proving Ground RV Storage Lots Standing Operating Procedure.

I have read and understand this Hold Harmless Agreement. *Please Sign and Return*

Printed Name: _____

Patron Signature: _____ Date: _____

AUTO DEBIT AGREEMENT

I agree to authorize APMWR ODR to charge my card ending in _____ with expiration of _____ monthly, quarterly, annually NLT the 5th.

Please note that in order to conserve resources and expense we will not be sending out billing reminders. Any account not paid on the 15th each month will be charged a \$25 late fee. If payment is not made in full you will be assessed a \$25 late fee. To avoid late fees please make sure that your card is current and up to date. If you receive a new card from your bank contact APMWR ODR to update your account (410-278-4124).

Patron Name: _____

Patron Signature: _____ Date: _____

Staff initials: _____