

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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

1. **PURPOSE:** To prescribe the rules and policies governing the Outdoor Recreation RV Storage program at Aberdeen Proving Ground under the provisions of AR 215-1.
2. **RESPONSIBILITIES:** The operation of the RV Storage Lot at APG falls under the responsibility of USAG APG, DFMWR, Community Recreation Division (CRD), and Outdoor Recreation (ODR) Program.
3. **GENERAL:** We have four storage lots. There are three lots in Aberdeen and one in Edgewood. There are fees associated based on the footage of the recreational vehicle.
4. **ELIGIBLE PATRONS:** 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.
5. **REGISTRATION:** once storage space is confirmed, patron must pay deposit, storage fees and provide a proof of valid registration, proof of liability insurance, a valid state boat registration (if applicable), 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. 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.
6. **STORAGE FEES:** Patrons must complete a registration form for each vehicle which they are requesting. Statements will be sent to patrons at the beginning of the fiscal year (as a reminder, payments are due no later than the 10th day of the first month of the new month or new fiscal year). Billing reminders will not be sent otherwise.
 - a. The storage year begins 1 January and ends 31 December. Owners who register after the beginning of the fiscal year will be required to pay prorated storage fees for the remainder of the fiscal year. (This excludes those patrons who are renewing for a space they are already occupying)
 - b. Customers may pay their storage fees annually or monthly.
 - c. Annual payments are payable in full on or before 1 January.
 - d. Monthly payments are due on the 5th day of each month or new fiscal year.
 - e. Due to credit card security measures, only the last four of the card on file is visible to ODR staff. **It is the responsibility of the patron to inform Aberdeen Proving Ground Outdoor Recreation of any changes made to the card on file.**
 - f. A \$25.00 late fee will be assessed on any monthly or annual payment that is more than ten days past due.
 - g. Fees are as follows. Fees are per foot, per month, per vehicle.
 - Under 20': \$30
 - 21'-30': \$40
 - 31' and Above: \$50
7. **LOT ACCESS:** Access is 24 hours a day using a combination to a lockbox on site. If there are access. Patrons having issues accessing the lockbox must contact the emergency line at 443-910-6259 call or text. Pin codes are changed every registration year and after every check out. Ensure ODR has valid email address on file to ensure you receive pin code.
8. **REFUNDS:** Refunds of storage fees will be permitted only upon proof of: Permanent Change of Station (PCS), relocation to another geographical area. Refunds will be prorated according to months prepaid for annual payments. All others will not receive proration (month) for early check out.

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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

9. ABANDONED PERSONAL PROPERTY: Property currently in storage with expired tags or past due fees of 45 days will be considered abandoned by APG FMWR; we will follow the legal process to have the vehicle disposed or sold. The personal property will be returned to the customer upon full payment of fees and charges owed if it has not been disposed of, but the personal property will not be allowed to return to the storage lot.
10. ELIGIBLE VEHICLES: Trailers, camper trailers, motor homes, RV vans, fifth wheels and trucks pulling them, and pick-up campers may be stored in the lot.
11. Proof of ownership, current state registration, and current insurance are required for storage. Owners must maintain current insurance and current state registration while vehicle is in storage. All eligible vehicles must be registered and owned by the individual wishing to utilize the RV Lot. Under no circumstances will another individual be allowed to rent a slot for another person or a vehicle/trailer which is not titled to the renting patron.
12. Registrants are required to comply with all federal regulations concerning equipment requirements and standards. All RVs and boats in the RV lots are subject to spot inspections by the Military Police, Inspector General's Office, and staff of Outdoor Recreation. Privately owned vehicles (POV) are not allowed with the exceptions of vehicles on trailers and vehicles stored while the RV is in use. Request for exception of POV storage will be submitted to the Chief of Community Recreation Division.
13. 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. Storage areas that are not maintained will be subject to losing rental privilege from the RV Lot.
14. 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. Portable personal property or loose equipment should be removed to prevent loss by theft. The Aberdeen Proving Ground FMWR RV lots reserve the right to deny storage to persons with un-roadworthy boats/vehicles, uninsured boats/vehicles, and boats/vehicles in poor appearance and/or poor condition.
15. Patrons are not authorized to lock property without providing MWR access to the lock in the event of an emergency.
16. WHERE TO REGISTER AND PAY FEES: Registration and payment is located at Aberdeen Proving Ground Outdoor Recreation Service Center, B 2184, 6627 Aerospace Drive APG MD 21005
 - a. Annual: Payments for the year can be made with credit card, cash, check or money order. If paying by check please make it payable to IMWRF, Aberdeen Proving Ground Marina and include your slot number.
 - b. Monthly: Method of payment is credit card (auto debit) only. **When you receive a new credit card the patron is required to contact Aberdeen Proving Ground Outdoor Recreation to update your card information.**
17. HOLD HARMLESS AGREEMENT: All storage users are required to sign a Hold Harmless Agreement.

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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

18. SPACE ASSIGNMENTS: 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. 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.**
19. MOVING/VACATING: 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.
20. MECHANICAL WORK: Performance of any mechanical work on your RV/boat while it is located in the RV lot is prohibited. Dumping/draining of any fluids or sewage on the ground is strictly prohibited.
21. Patrons may not live or camp in the storage lots.
22. EMERGENCIES: 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.
23. CONTACT INFORMATION: 410-278-4124/ 5789 or usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil . Emergency Line: 443-910-6259 (call or text)
24. In consideration (or in exchange) for being permitted to utilize the Aberdeen Proving Ground Recreational Vehicle lot, you hereby release the Aberdeen Proving Ground Family, and Morale, Welfare and Recreation and the United States Government from any liabilities or claims which result from theft or vandalism during my use of the RV storage facility. You also agree that you will never prosecute or in any way aid in prosecuting any demand, claim or suit against the Family, Morale, Welfare and Recreation or the United States Government for any loss or damage to my property that may occur as a result of theft or vandalism during your use of the provided lot for RV storage.
25. There is a risk of theft or vandalism in this area and you will need to maintain appropriate insurance coverage on your RV (and its contents) in order to protect yourself against such risk. Otherwise, you are to self-insure and assume the risks involved.
26. You may be held liable for any damage or loss to the Family and Morale, Welfare and Recreation or the United States Government that is caused by your negligence, willful misconduct or fraud.
27. Violations to the rules stated in this SOP will be subject to immediate property removal from the Aberdeen Proving Ground Storage Lot at the owner’s expense.
28. DIRECTIONS TO EACH STORAGE FACILITY:
 - a. RV Lot 1 (Swan Creek- Aberdeen) From 715 Gate: Come through security gate, and stay straight on Maryland Blvd for 4 stop lights; merge right on to Aberdeen Blvd (train tracks runs along Aberdeen Blvd); Stay straight on Aberdeen Blvd for 3 lights (you will pass Burger King, and the police station; Make a left on to Bayonet Rd (This road is in between the army hotel, and Army Test Evaluation

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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

Center); Stay straight on Bayonet Rd until you reach the stop sign, then make a right on to Aerospace Rd; You will see Outdoor Recreation on your left, the opening for RV Lot 1 is just before you reach the Outdoor Recreation building. This lot is not secured.

- b. RV Lot 2 (Crozier- Aberdeen) From 715 Gate: Come through security gate, and stay straight on Maryland Blvd for 3 stop lights; turn left on to Rodman Rd; Stay on Rodman for 1 second then turn right onto Crozier Loop (beware the road can be bumpy due to city light and power); Stay straight on this road until you turn slightly to the right and the lot opening will be on your left. This lot is secured so you will need to obtain the pin code for the key box located on the fence.
- c. RV Lot 3 (Gadsen- Aberdeen) From 715 Gate: Come through security gate, and stay straight on Maryland Blvd for 4 stop lights; turn left on to Aberdeen Blvd (train tracks runs along Aberdeen Blvd); Stay straight on Aberdeen Blvd until you reach the second left hand turn the street name is Hancock Dr; Turn left on to Hancock Dr and the RV lot is located on your right. This lot is secured so you will need to obtain the pin code for the key box located on the fence.
- d. RV Lot 4 (Caldwater- Edgewood) From 22 Gate: Come through security gate, stay straight until you reach the first stop light, then make a left turn on Magnolia Rd; Stay straight on Magnolia through the next stop light, there will be an opening to turn left on to Willoughby Rd, turn left on to Willoughby Rd; Stay straight on Willoughby Rd past a slight right turn until you reach 20th street; make a left turn on to 20th St; Stay on 20th St until you reach Caldwater Rd; Turn right onto Caldwater Rd (Hunting Facility will be on your left and you will reach an opening with a fence); Go through the opening of the fence and you will run right into the lot. This lot is secured so you will need to obtain the pin code for the key box located on the fence.

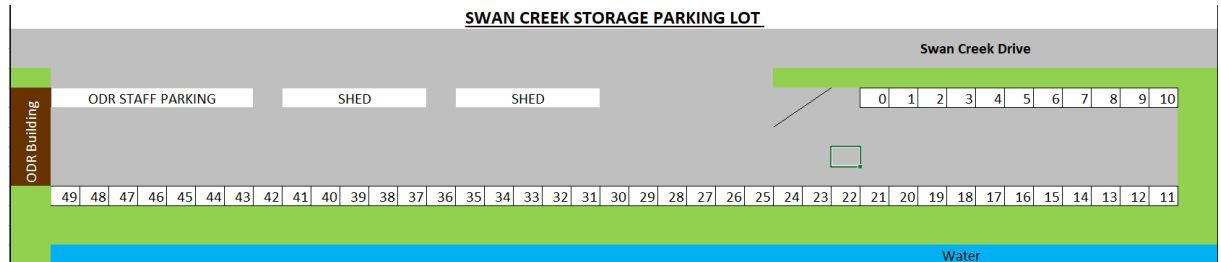
Directorate of Family and Morale, Welfare and Recreation
Community Recreation Division
Outdoor Recreation Program
RV Storage Policy
Aberdeen Proving Ground, MD

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

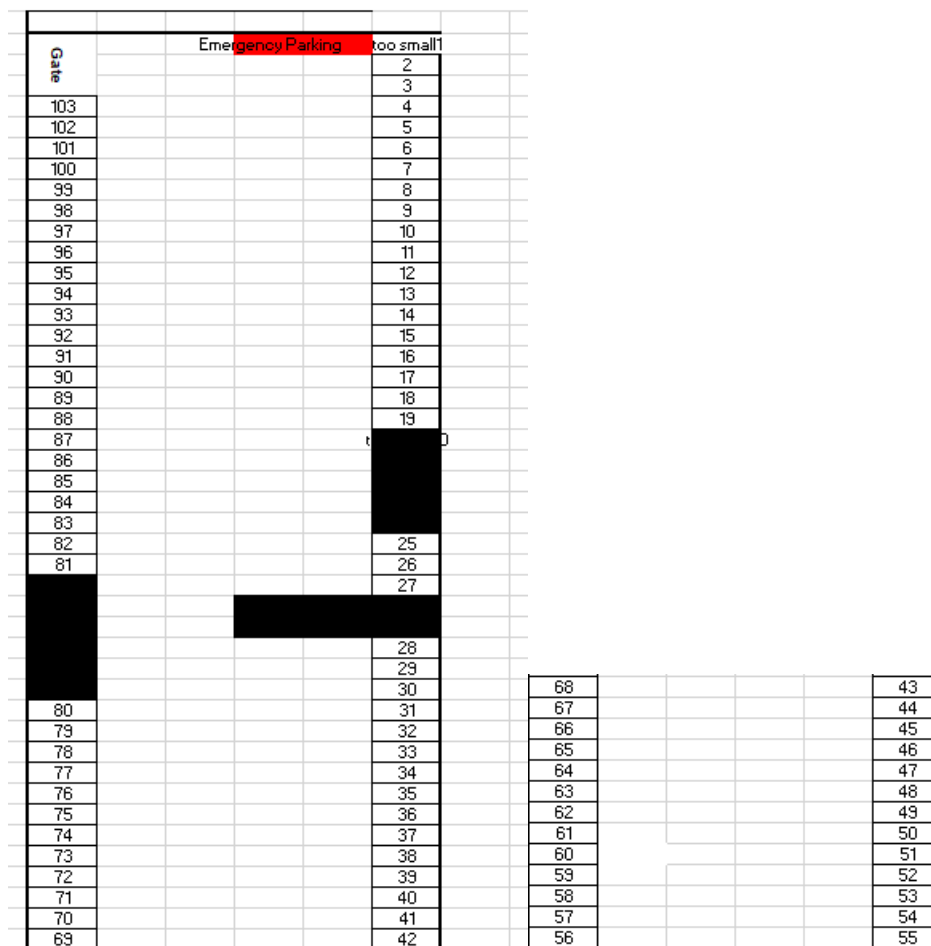
29. MAPS:

a. RV Lot 1 (Swan Creek- Aberdeen)



b. RV Lot 2 (Crozier- Aberdeen)

Crozier Diagram

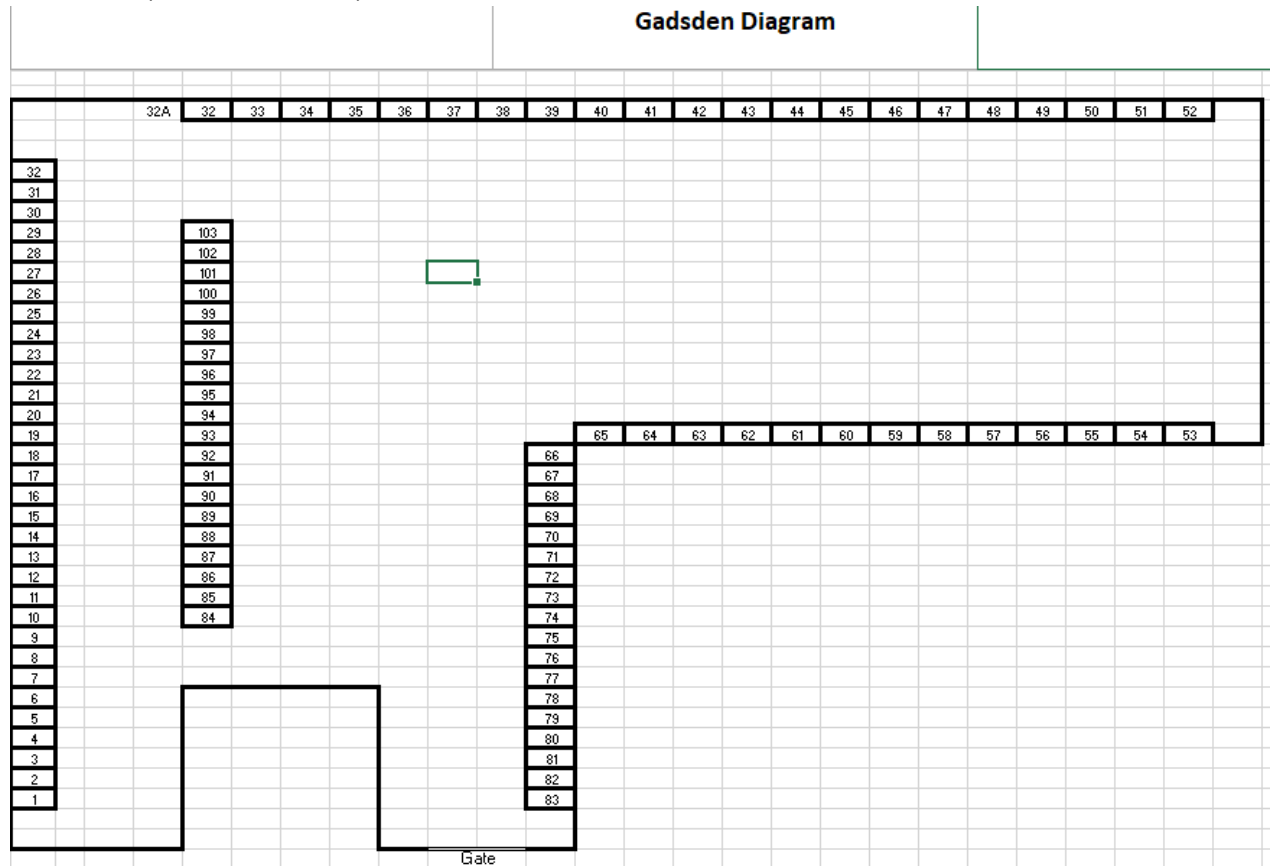


Directorate of Family and Morale, Welfare and Recreation
 Community Recreation Division
 Outdoor Recreation Program
 RV Storage Policy
 Aberdeen Proving Ground, MD

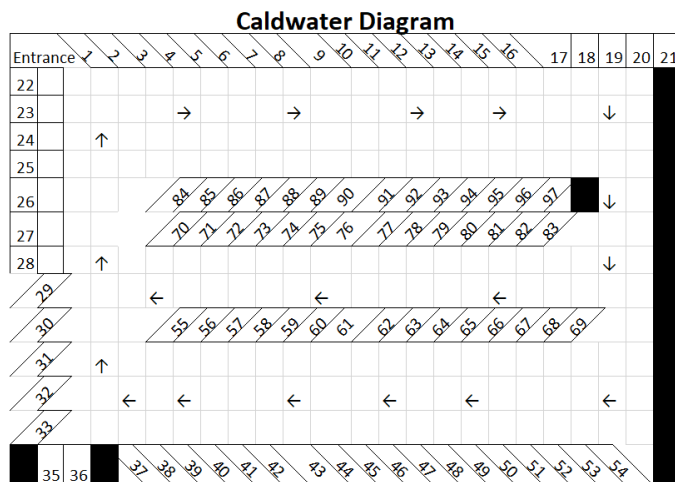
AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

c. RV Lot 3 (Gadsen- Aberdeen)



d. RV Lot 4 (Caldwater- Edgewood)



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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

APGMWR- ODR
RV 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) Type of Vehicle Storing: Please note that depending on what you will be storing will depend on your supporting documents. EX: Boat & Trailer- ODRSC will need boat registration, trailer registration, and Insurance for both. -Email or Provide Proof of Ownership of Boat & Trailer: <input type="checkbox"/> State Boat Registration Card <i>*Must be current and in ID card holder's name</i> <input type="checkbox"/> State Vehicle Registration Card <i>*Must be current and in ID card holder's name</i> -Email or Provide Proof of Ownership of Trailer: Motor Home, Travel Trailer, Utility Trailers, and Enclosed Trailers <input type="checkbox"/> State Vehicle Registration Card <i>*Must be current and in ID card holder's name</i> -Email or Provide Proof of Insurance <input type="checkbox"/> Insurance Card or Policy Information Document, must have policy number, vehicle information, and insurance holder's name on document <i>*Must be current and in ID card holder's name</i>	
3) Additional Vehicle Information If you plan to store additional vehicles in place of the vehicle being stored then we will require the registration and insurance for that as well. <i>You have a boat stored, but when you take your boat out for vacation you want to leave your car in the lot. You can as long as we have the registration and insurance for it, for this service there will be no additional cost.</i> <i>If you are storing more than one vehicle in the lot at a time you will pay the monthly rate per footage for each vehicle stored. We also must have the registration and insurance for each additional vehicle and it must be in the ID card holder's name.</i>	
4) Email or Provide Emergency Contact Information <input type="checkbox"/> Name: _____ <input type="checkbox"/> Phone Number: _____ <input type="checkbox"/> POC's Relation to Boat Owner: _____	

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

AUGUST 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

5) Payment process

- **You will not be able to reregister with owed fee's**
- **You will be reregistering for 1 January to 31 December.**
 - ☐ Pay Annually
 - ☐ Pay Semi- Annually
 - ☐ Pay Quarterly
 - ☐ 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.

Fees are monthly per foot per vehicle.

Under 20': \$30

21'-30': \$40

31' and Above: \$50

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

OCTOBER 2020

MEMORANDUM TO PATRONS AND STAFF (SOP)

I have read and received a copy of the Standing Operating Procedures of the Aberdeen Proving Ground RV Storage Lot. *Please Sign and Return.*

Patron Name: _____ Patron 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 Vehicle (RV) storage lot. 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 recreational vehicles, 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: _____