



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



Preferred Location:

- Aberdeen: Spesutie Island Marina Edgewood: Gunpowder Neck Marina

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:

Boat Information

Make: _____ Model: _____ Year: _____

Length Overall *: Berm _____ Indoor _____ Slip _____

Beam: _____ Draft: _____

*Outdoor (Berm): LOA (Length Overall Measurements)
Trailered Boats: Measure from Tongue to Stern Boats on Stands: Measure from tip of Bow to Stern (include any rear deck extensions)
*Indoor: LOA (Length Overall Measurements)
Trailered Boats: Measure from Tongue to Stern
*Slip: LOA (Length Overall Measurements)
Boats: Measure from tip of Bow to Stern (include any rear deck extensions)

Hull Number: _____ Boat ID # or Documented #: _____

Vessel/Boat Name: _____

Trailer/ Vehicle Tag Number: _____ State: _____

Expiration Month/Date: _____



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Attached Documents required:

Boat Registration Boat Insurance

If applicable to your storage application

Trailer Registration Trailer Insurance

Type of Storage requested: (Storage period 1 January through 31 December 2025)

Outdoor	Beginning:	Ending:
Outdoor	Beginning:	Ending:
Indoor	Beginning:	Ending:
Indoor	Beginning:	Ending:
Slip	Beginning:	Ending:

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

Fees: (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 Marinas, and that I agree to follow the rules and policies received.

Application/Policies	Signature	Date
Credit Card Form	Signature	Date



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Marina Policies

Applying for Storage:

- Storage registrations are an annual requirement.
- Person on application form requesting space must be the owner of boat/trailer 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.
 - All fees will be calculated at start of each month unless you are a new patron requesting storage. Initial payment will be pro-rated from start date through the end of the month, then monthly payments will begin.
- 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.



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Canceling Storage:

- 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 stored item 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 transfer of boat.
 - New owner of boat 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. An example of this is patron pays for slip but did not use slip.

Abandoned Boats

- Boats 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.

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.
 - Personal property is not to be stored outside of the registered vessel.



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- Patron is responsible for maintaining their property in operating condition. No signs of leaking fluids, and all tires must be inflated.
- **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.
- 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 advised 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.



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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)