



**APGMWR- Outdoor Recreation  
RV Storage Registration Form & Policies  
Last updated: October 2023**



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

Application & Policies	Signature	Date
Credit Card Form	Signature	Date

Staff Acknowledgement: \_\_\_\_\_

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](mailto:usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil)



**APGMWR- Outdoor Recreation  
RV Storage Registration Form & Policies  
Last updated: October 2023**



**Preferred Location:**  Aberdeen Side  Edgewood Side

**Eligibility Status:**  Active Duty  DOD Civilian  DOD Contractor  Retired Military  Retired Civilian

**Name written on RV Application, Vehicle Registration and Proof of Eligibility must be the same.  
If not written explanation is required. Must provide physical registration.**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_  
(Preferred)

**Mailing Address:**

\_\_\_\_\_

**Government Email:**

\_\_\_\_\_

**Personal Email:**

\_\_\_\_\_

**Vehicle Data:** (Select One)  Motor Home  Travel Trailer  Boat w/Trailer  Other: \_\_\_\_\_

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Footage (Tongue to Rear Bumper):** \_\_\_\_\_

**Trailer/ Vehicle Tag Number and State:** \_\_\_\_\_  
**Expiration** \_\_\_\_\_

**Insurance Company Name:** \_\_\_\_\_ **Insurance Policy #:** \_\_\_\_\_

**Any non-recreational vehicle that may be stored in the storage lot while you are using your recreational vehicle. (Must include registration for this vehicle as well.)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Footage (Tongue to End):** \_\_\_\_\_

**Vehicle Tag Number and State:** \_\_\_\_\_ **Expiration** \_\_\_\_\_

**I swear that all the above information above is accurate at the date that I am filling out this application.  
I understand that I must provide updates if any of the above information changes.**



## APGMWR- Outdoor Recreation RV Storage Registration Form & Policies Last updated: October 2023



### Fees:

20' and Under: \$45.00

21' to 30': \$55.00

31' and Over: \$65.00

### RV Storage 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 Veteran with a VA Card). 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](mailto: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 four lots either 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, Quarterly or Semi Annually. Annually payments are due by the 1<sup>st</sup> of the year. Any other billing payments will be run on the 1<sup>st</sup> of the month, credit cards must be provided along with the Installment Billing form for automatic billing. Patrons are responsible to update credit card information if expired or compromised. **LATE FEES begin on the 7<sup>th</sup> 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.**

**Cancelling 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. Partial refunds will not be provided, only refunds will be provided for full month on future payments.

**Refunds:** Will be issued if paid for full months for which payments have been made. Partial refunds will not be permitted. 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 associated with the vehicle.

**Renewal Process:** Submission of registration packet to include Installment billing form, current state vehicle registrations, current insurance policy card or statement and eligibility are required. Credit Card information will have to be provided to be relinked to the new bills upon registration.



## APGMWR- Outdoor Recreation RV Storage Registration Form & Policies Last updated: October 2023



**Space Storage Policies:** 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 vehicle, along with tags are compliant with the state registrations.

- 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 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.
- 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**

#### 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

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