



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTERATE OF FAMILY MORALE, WELFARE AND RECREATION
FORT BELVOIR MARINA AND VEHICLE STORAGE
5464 HUDSON ROAD, BUILDING #1696
FORT BELVOIR, VIRGINIA 22060-5928

STANDARD OPERATING PROCEDURE ACKNOWLEDGEMENT
HOLD HARMLESS AGREEMENT

*I have read and received a copy of the Standard Operating Procedure of the Fort Belvoir RV Storage Lot. *Please Sign and Return*

Name Printed: _____

Signature: _____ Date: _____

HOLD HARMLESS AGREEMENT:

The owner understands that the Army or MWR does not take custody and control of personal property while it is in the Fort Belvoir storage lot. Storage of the property does not create a bailment or duty of care under the Military Claims Act or the Federal Tort Claims Act. The owner assumes all risk of loss that may occur as a result of theft, vandalism, fire, flood, or other risks of storage of personal property. To the extent that the Personnel Claims Act may apply to RVs stored due to the owner's residence in on post housing located on Fort Belvoir, the owner understands that the Personnel Claims Act does not provide full insurance coverage that some losses due to risks of storage may not be covered, and that coverage will not exceed \$3,000. The owner agrees that he or she will maintain adequate insurance on his or her recreational vehicle and or trailer and all contents to cover potential loss.

*I have read and received a copy of this Hold Harmless Agreement. *Please Sign and Return*

Name Printed: _____

Signature: _____ Date: _____

"CHOOSE BELVOIR"



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PATRON AND VEHICLE/TRAILER REGISTRATION INFORMATION FORM

- **First and Last Name:** _____
- **Address:** _____

- **City:** _____ **State:** _____ **Zip:** _____
- **Home Phone:** _____
- **Work Phone:** _____
- **Cell Phone:** _____
- **Email Address:** _____
- **Emergency Contact:** _____ **Phone:** _____

Vehicle Description is Class A, 5th Wheel, Travel Trailer, Enclosed Cargo, Open Cargo etc.

- **Vehicle Description:** _____

Make: _____ **Model:** _____ **Total Length:** _____

- **License Plate Number:** _____ **State:** _____
- **Vehicle ID Number:** _____

Privacy Statement on reverse page

PRIVACY ACT STATEMENT:

AUTHORITY: 5 U.S.C., Section 301, AR 25-55, AR 340-17.

PRINCIPAL PURPOSE(S): To register eligible personnel prior to obtaining a parking permit for Recreational Vehicle Storage Area.

ROUTINE USES: General maintenance of current information on individuals storing campers, trailers or recreational vehicles in the storage areas. Requested information is necessary in the event of an emergency, the owner can be contacted for corrective action.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON THE INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary disclosure. The registration of a recreational vehicle cannot be completed without this information.



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**STORAGE PAYMENT &
CREDIT CARD RELEASE FORM**

New Check-Ins Only, Payment Method: ☐ Monthly ☐ Auto Bank Check ☐ Annual

- **Name/Sponsor:** _____
(Name storage account is setup under)
- **Billing Address:** _____

- **Phone #:** _____
- **Email Address:** _____
- **Card Type (Circle):** Visa, Master Card, Discover, or AMEX
- **Card Number:** _____
- **Expiration Date:** _____
- **3 or 4 Digit CCV/Security #** _____
- **Signature:** _____
- **Date:** _____

*****Please note that in order to conserve resources and expense we will do not send out bills or billing reminders. Any account not paid by the 30th of each month will be charged a \$25 late fee. If you receive a new card from your bank please call the Belvoir Marina, 703-781-8282 or Outdoor Recreation to update your account, 703-805-3081 *****

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