



**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**

**VEHICLE STORAGE CHECK-IN REQUIREMENTS**

The following needs to be returned to Belvoir Marina and Vehicle Storage office by **ALL** patrons prior to being assigned a space in the Fort Belvoir Vehicle Storage Lot:

1. Standard Operating Procedure Signature Sheet and Hold Harmless Agreement must be signed and dated.
2. Vehicle and or trailer Registration Information must be fully completed.
3. Method of payment or Credit Card Release Form must be completed, signed and dated.
4. Proof of vehicle ownership. We will photocopy or you may scan and email the vehicles state registration and proof of insurance. If the item stored is a cargo trailer that is not required to be insured we will then need the information for the vehicle that is pulling the trailer.

**Contact Information:**

Belvoir Marina and Vehicle Storage  
5465 Hudson Road  
Building #1696  
Ft Belvoir, VA 22060  
Phone: 703-781-8282

***“CHOOSE BELVOIR”***



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## **VEHICLE STORAGE STANDARD OPERATING PROCEDURE**

1. **REFERENCES:** AR-215-1, 31 July 2010 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities). Belvoir Marina and Vehicle Storage provides limited RV spaces for active duty military in the local area.
2. **PURPOSE:** To inform owners about the storage program at Fort Belvoir.
3. **ELIGIBLE PATRONS:** Available space within the RV lot is extremely limited. Currently only active duty military will be allowed to store vehicles above 30' in total length at Fort Belvoir RV storage. All MWR authorized patrons can be placed on a waiting list for 29' and under if applicable. Belvoir Vehicle Storage has an Active Duty Military priority in all size categories.
4. **STORAGE FEES:** The annual or monthly storage fees are based on vehicle/trailer size category. Billing will be set up upon vehicle check-in with the patron's choice of payment method (monthly auto debit/bank check issue/annually). Bills or billing reminders will not be sent due to limited facility resources. **Vehicle size is the total length of the stored vehicle, from bumper to bumper or bumper to hitch.** Patrons who misrepresent the size of their vehicle are subject to being towed and reported to Military Police, additional fees with a \$25 per month penalty since check-in and/or removal from storage facility/loss of MWR privileges.
  - a. The storage year begins 1 October and ends 30 September. 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.
  - b. Customers may pay their storage fees annually or monthly. Annual payments are payable in full on or before 30 October. Monthly payments are due on the 15th day of each month or new fiscal year. Due to credit card security measures, card information is not visible and is the responsibility of the patron to inform Belvoir Marina and Vehicle Storage office of any changes made to the card on file. This includes but is not limited to expiration date change, closed accounts, compromised accounts, etc. A \$25.00 late fee will be assessed on any monthly or annual payment that is more than 30 days past due.
5. **LOT ACCESS:** Access is 24 hours a day using a magnetic card key from Belvoir Marina and Vehicle Storage. One access card will be issued per space with a \$25.00 refundable deposit required upon issue. There will be a \$25.00 replacement fee for all lost access cards. Patrons losing access cards must contact Belvoir Marina and Vehicle Storage at (703) 781-8282 immediately.

6. LOT USAGE: The Fort Belvoir Vehicle Storage Lot is for storing a vehicle or trailer only. At no time will any patron be allowed to stay or camp in their space overnight.

7. REFUNDS: Refunds of storage fees will be permitted only upon proof of: Permanent Change of Station (PCS), relocation to another geographical area, or proof of sale or transfer of a RV or boat. Refunds will be prorated according to months prepaid.

8. ABANDONED PERSONAL PROPERTY: Property currently in storage with expired tags or fees 30 days past due will be considered abandoned by FMWR and title will be obtained in order to dispose of the property, or sell it at public auction in accordance with Virginia State Code Section 46.2-1208, Abandoned, Immobilized, Unattended and Trespassing Vehicles; Parking and DOD 4160.21-M, Sales, Resource Recovery, and Recycle Program, Chapter 4, Paragraph 40. 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.

9. ELIGIBLE VEHICLES:

a. As per Fort Belvoir Regulation 190-2, Motor Vehicles and Firearm Control, trailers, camper trailers, motor homes, RV vans, fifth wheels and trucks pulling them, and pick-up campers may be stored in the lot. 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.

b. 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 the Belvoir Marina and Vehicle Storage Office. 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 Manager of Belvoir Marina and Vehicle Storage.

c. Owners must maintain their storage area in good order and appearance. Storage areas that are not maintained will be subject to losing rental privilege from the RV Lot. Portable personal property or loose equipment should be removed to prevent loss by theft. The Fort Belvoir 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.

10. BOAT STORAGE: Boat Storage is allowed in the RV storage area only if the Fort Belvoir Marina is at full capacity and cannot offer a storage space. Boat storage will then be on a monthly basis until storage becomes available at the Marina. Verification will be made by Belvoir Marina and Vehicle Storage with the Fort Belvoir Marina prior to RV storage lot approval. All boat storage

will follow all rules procedures of RV storage lot. The RV Lot is administered and maintained primarily for RV storage for Fort Belvoir, Myer, and McNair residents.

11. PCS AND TRANSFER: The RV Lot is for use by the military community at Fort Belvoir, Myer, and McNair. Capacity of the lot is limited; therefore, Active Duty owners who reside in quarters at the aforementioned installations will receive priority.

12. WHERE TO REGISTER AND PAY FEES: Registration and payment is located at Belvoir Marina, 5465 Hudson Road, Building 1696, Fort Belvoir.

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 and include your Social Security Number.

b. Monthly: Method of payment is credit card (auto debit) or a bank issued auto pay check. When you receive a new credit card please contact Belvoir Marina and Vehicle Storage to update your card information.

13. HOLD HARMLESS AGREEMENT: All storage users are required to sign a Hold Harmless Agreement.

14. SPACE ASSIGNMENTS: Space assignments are limited to 1 per family and are made on a permanent basis. Parking in a space not assigned to your RV/boat, or failure to comply with rules will result in removal from space at owner's expense. **Patrons are encouraged to identify their spaces as "occupied" when temporarily removing RVs or boat from the lot.**

15. MOVING/VACATING: Patrons must notify Belvoir Marina and Vehicle Storage, pay any fees due, and return magnetic card when vacating the storage lot. Failure to comply will result in continued billing as well as magnetic card replacement fees. Fees and assessments will accrue until the patron's magnetic card is turned in.

16. 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.

17. In consideration (or in exchange) for being permitted to utilize the Fort Belvoir Marina and Vehicle Storage Vehicle (RV) lot, you hereby release the Fort Belvoir 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.

18. 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.
19. You must maintain valid and current state registration on your RV or Trailer. "Project" vehicles must be covered at all times.
20. 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.
21. Violations to the rules stated in this SOP will be subject to immediate property removal from the Fort Belvoir Storage Lot at the owner's expense.
22. For additional information, contact Belvoir Marina and Vehicle Storage at (703) 781-8282.

DANIEL HULST  
Manager, Belvoir Marina and  
Vehicle Storage