



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION**  
**OUTDOOR RECREATION DIVISION**  
**10155 SWIFT ROAD**  
**FORT BELVOIR, VIRGINIA 22060-5943**

## **OUTDOOR RECREATION VEHICLE (RV) STORAGE RESERVATION**

### **CHECK IN PACKET**

1. The following needs to be returned to Outdoor Recreation by **ALL** patrons prior to being assigned space in the Fort Belvoir RV Storage Lot.
  - a. Standing Operating Procedure Signature Sheet and Hold Harmless Agreement must be signed and dated.
  - b. RV Registration Information must be fully completed, signed and dated.
  - c. Credit Card Release Form must be completed, signed and dated.
  - d. Proof of vehicle ownership. We will photocopy 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 need the information for the vehicle that is pulling the trailer.
  - e. Gate Key form printed and signed by both parties.
2. Contact Information:

Fort Belvoir Marina  
5465 Hudson Road, Building 1696  
Ft Belvoir, VA 22060  
Phone: 703-781-8282

**SUBJECT: Standing Operating Procedures for Fort Belvoir Personal Property Storage**

1. **References:** AR-215-1, 31 July 2010 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities). Fort Belvoir Marina provides limited RV spaces for active duty military in the local area.
2. **PURPOSE:** To inform owners about the storage program at Fort Belvoir (Boat storage with special exceptions).
3. **ELIGIBLE PATRONS:** Available space within the RV lot is extremely limited. Currently only active duty military will be allowed to store vehicles at Fort Belvoir RV storage.
4. **STORAGE FEES:** The annual or monthly storage fees are based on category. 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 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 1 October. Monthly payments are due on the tenth 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 Fort Belvoir Marina of any changes made to the card on file. A \$25.00 late fee will be assessed on any monthly or annual payment that is more than ten days past due.
5. **LOT ACCESS:** Access is 24 hours a day using a magnetic card key from the Marina. 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 Fort Belvoir Marina at (703) 781-8282 immediately.
6. **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.
7. **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.

**SUBJECT: Standing Operating Procedures for Fort Belvoir Personal Property Storage****8. 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 Fort Belvoir Marina. 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 Director of FMWR.

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.

**9. 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. Verification will be made by 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.

**10. 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, owners who PCS or transfer out of the National Capital Region will not be allowed to continue storage at Fort Belvoir.

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

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, Fort Belvoir Marina and include your slot number.

b. Monthly: Method of payment is credit card (auto debit) only. When you receive a new credit card please contact Fort Belvoir Marina to update your card information.

**SUBJECT: Standing Operating Procedures for Fort Belvoir Personal Property Storage**

12. **HOLD HARMLESS AGREEMENT:** All storage users are required to sign a Hold Harmless Agreement (Enclosure 1).
13. **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.
14. **MOVING/VACATING:** Patrons must notify Fort Belvoir Marina, 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.
15. **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.
16. In consideration (or in exchange) for being permitted to utilize the Fort Belvoir Recreational Vehicle 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.
17. 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.
18. You must maintain valid and current state registration on your RV.
19. 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.
20. 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.
21. For additional information, contact the Fort Belvoir Marina at 703-781-8282

DANIEL HULST  
Business Manager, Business Operation Division

## Standing Operating Procedure Signature Sheet and Hold Harmless Agreement

Outdoor Recreation Personal Property Storage  
Standing Operating Procedure Signature

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

Patron Signature \_\_\_\_\_ Date: \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

The owner acknowledges that the Army does not take custody and control of personal property in the Fort Belvoir Recreational 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 Fort Belvoir Recreational RV lot, I hereby release the Fort Belvoir 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 Fort Belvoir RV Storage Lots Standing Operating Procedure.

I have read and understand this Hold Harmless Agreement. *Please Sign and Return*

Printed Name: \_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RECREATIONAL VEHICLE REGISTRATION INFORMATION**

*(Please notify Marina staff immediately if any of the following information changes)*

Name: (last/first) \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Social Security # (required per AR 215-1, appendix G): \_\_\_\_\_

Vehicle Description: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
RV type Make Year Length

License Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Vehicle ID Number: \_\_\_\_\_

Privacy 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.

## CREDIT CARD RELEASE FOR AUTO DEBITING

**Facility:** Recreation Vehicle Storage

**Date:** \_\_\_\_\_

*Please Print All Information*

**Patron Name:** \_\_\_\_\_

**Name (as shown on card):** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

**Card Type: Visa/Master Card/Amex** \_\_\_\_\_

**Card/Account #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please note that in order to conserve resources and expense we will not be sending out billing reminders. Any account not paid on the 11<sup>th</sup> 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 please call the Belvoir Marina to update your account (703-781-8282).