



**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**

IMNE-BEL-MWR

1 March 2021

SUBJECT: Standard Operating and Registration Procedure for Fort Belvoir Marina and Storage Program

## **Chapter 1**

### **Registration, Fees, Payments and Requirements**

1. The Fort Belvoir Marina priority registration period begins on the first of March and ends on 30 April annually. All patrons must re-register during this period. Priority registration will be conducted on a first come, first served basis, in accordance with Army Regulation 215-1 (Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities) and local Fort Belvoir guidelines.

a. The Fort Belvoir Marina will only permit storage to valid military ID card holders only. All registered owners must present valid military ID at time of registration.

b. All boats that are jointly owned must be co-owned by ID card holders only. Boats co-owned with non-military individuals are not permitted storage at the Fort Belvoir Marina.

2. Patron Priority Listing and Registration Timeline for Wet and Dry Slips:

a. Priority 1, Active Duty Military: 1-18 March annually.

b. Priority 2, Retired Military: 19-28 March annually.

c. Priority 3, Reserve Military Personnel: 29 March-12 April annually.

d. Priority 4, Department of Defense (DoD) Civilians and other authorized users (per AR 215-1): 13 April-21 April annually.

(1) Dry storage holders must also re-register beginning 1 March and ending 30 April annually.

(2) The dry storage and wet slip rental period is from 1 March – 28 February annually.

(3) Patrons who were previously assigned wet slips will be allowed to retain the same wet slip the following season only if they register within their registration period above and continue wet slip payments the entire season. Switching to dry storage forfeits assigned wet slip. All other patrons will be assigned slips on a first come, first served basis based on availability of unassigned slips. In the event that all wet slips are filled and the Marina is at full capacity, a higher priority patron is able to obtain a slip any time after the registration period dates.

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(4) New Marina patrons who enter the Marina after the scheduled priority registration time will be registered on a space-available basis.

### 3. Registration Requirements:

a. Proof of ownership, proof of current (unexpired) insurance, a valid current state boat registration, and a valid current state trailer registration are required to be on-file for Marina use. All contact information must be current and verified during registration period. Home owner policies concerning boat coverage are not accepted as adequate forms of insurance regarding boat use/storage at the Fort Belvoir Marina.

b. Persons unable to provide proof of insurance at the time of registration will not be allowed to register and/or required to remove their vessels from the marina grounds.

c. Updated registration and insurance documents must be provided prior to expiration of any term or policy.

d. All vehicles/vessels must be registered in accordance with Coast Guard and State Regulations.

e. The Fort Belvoir Marina reserves the right to deny storage to persons with vessels that are un-seaworthy, in poor appearance and/or poor condition.

### 4. Payment Options:

a. Payments may be made with Cash, Credit Card, Personal Check, or by setting up Auto-Debit payments (credit card or bank check). All personal or bank checks will be made payable to "IMWRF" and must include the patrons name, address, telephone number, and Social Security Number. Credit Cards numbers are encrypted and not retained on file or visible to any employee. Payment options are as follows:

(1) One-time annual payment, 1 March thru 28 February.

(2) Monthly auto debit with credit card or bank check.

(3) Cash or check at Marina Office or credit card over the phone. Please note payment is due by the months end to avoid late fees (section 5, 3 c).

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## 5. Fees and Charges:

## a. Storage Fees

(1) Marina Registration: \$35.00 paid annually per season.

(2) Land Storage: \$3.75 per foot/per month, calculated on an annual basis (\$60 minimum). Active Duty E-5 and below \$2.75 per foot per month (\$50 minimum)

(3) Wet Slip Rental: \$6.00 per foot/per month calculated on an annual basis (\$150.00 per month minimum). Active Duty E-5 and below \$4.75 per foot per month (\$100 per month minimum).

(4) Transient Storage: \$8.00 per day for on water, \$5.00 per day on land. Transient storage is available for 14 days or less. Storage for 15 days or more will be assessed the full monthly rate. No discounted rates available. Rates will be capped at monthly rate.

(5) Covered Storage Stalls (Extremely Limited): \$5.50 per foot/per month. Maximum vessel length per stall is 20 feet. No discounted rates available.

b. Service Fees: *(please see section 6 for service requirements, rules and liabilities)*

(1) Travel Lift: \$4.50 per foot for storage patrons. \$5.50 for all others. Charges are for one way only.

(2) Jib Crane: \$40 for storage patrons. \$50 for all others. Charges are for one way only.

(3) Blocking: \$20 for blocking assistance, not included with travel lift service.

(4) Pressure Washer: \$20.00 per hour, minimum of 1 hour. After 1 hour charges will be based 15 minute increments.

## c. Miscellaneous Fees:

(1) Boat Ramp Use: \$8 per launch and recovery, \$95 for annual pass, no charge for storage patrons.

(2) Key Deposit: \$25 refundable deposit per gate access card.

(3) Late Fees: \$25 per month each month. Payments are due by the end of the calendar month.

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(4) Clean up Fees: Minimum of \$50 (*See Chapter 2, Section 1, d*)

6. Service Requirements, Rules and Liabilities:

a. Travel Lift: Boat owner must be present for all launch, recovery, and blocking/trailer placement for travel lift service. Lifts must be scheduled at least 48 hours in advance. The availability of Travel Lift services will be based on availability of the Travel Lift operator and safe operating conditions. Lift service may be cancelled and rescheduled due to inclement weather.

b. Blocking and Stands: Customers must provide their own boat stands. The Fort Belvoir Marina is not responsible for any damage to vessel resulting from assistance from blocking by Marina personnel or the Lift Operator. The owner is liable for inspecting and verifying all blocks and/or stands are appropriately placed.

c. Pressure Washer: Due to EPA and local Fort Belvoir DPW/ Environmental, Natural Resources Division regulations pressure washing of all painted boats MUST be done at the designated wash area.

## **Chapter 2**

### **Rules, Regulations and Property**

1. Rules and Regulations:

a. Registrants are required to comply with all Federal and State regulations concerning boating equipment requirements and standards. All boats at the Fort Belvoir Marina are subject to spot inspections by the U.S. Coast Guard. A courtesy motorboat examination may be coordinated and conducted free of charge by the U.S. Coast Guard Auxiliary.

b. No person shall dock or store any vehicle, trailer, boat or other property at Fort Belvoir Marina without authorization from the Marina office.

c. Live aboard and night stays are not permitted at Fort Belvoir Marina. A Live Aboard is defined as using a vessel as a residence or overnight accommodation. Belvoir Marina is not coded to provide this service.

d. Boat owners are to maintain boats and storage areas in good order and appearance. Storage areas that are not maintained will be assessed at minimum \$50.00 clean-up fees. Owners will be provided 48 hour notice of any areas requiring clean-up. Any areas not cleaned up within 48 hours will be cleaned and items disposed of by Marina personnel.

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(1) Portable personal property or loose equipment should be removed or secured to prevent loss by theft.

(2) Covers, tarps and wrappings must be secured and in good order. Shredding or damaged tarps will be disposed of by staff.

e. IAW Fort Belvoir Environmental and Safety procedures entitled "Marina Activities, BMP Factsheet 1.9" must be followed and adhered to. The document is posted and handouts are available at the Marina Office or online, <https://belvoir.armymwr.com/programs/marina>. Most common activities but not limited to:

(1) Vessel maintenance and repairs are not permitted on Marina property that involve potential spills of chemical or hazardous materials. Certified mechanics must get prior approval from the Marina Office.

(2) Pressure washing and cleaning of painted bottom boats must be done at the designated cleaning location. Cleaning chemicals are not permitted.

(3) Fuel, propane and other flammable/hazardous materials and canisters/containers are not permitted to be stored on, in or around vessels, piers, wet slips or dry storage spaces. Items found will be immediately removed and discarded per IAW post regulations.

f. Canopies and/or structures erected on Marina property are not permitted. Marina staff will remove and dispose of all canopies and/or structures and owners will be assessed clean up fees.

g. Renting or subletting slips is strictly prohibited.

h. Using Marina and/or Government resources for personal gain is not allowed under any circumstance. Renting of items stored at the Marina or Storage lots, i.e. boats, vehicles, trailers, jet skis, etc., is prohibited. Workspace and shop bays are not to be used for making repairs or services for vessels other than those registered for storage at the Belvoir Marina.

j. Electrical: Boats on dry storage may not be hooked up and unattended to the shoreline or buildings electrical supply. Extension cords found in place for more than 24 hours will be disconnected and removed. As per the Belvoir Fire Department no electrical cord is to run across a drivable surface.

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2. Marina and Patron Property:

a. The Fort Belvoir Marina reserves the right to relocate any boat based on the needs of the Marina operations without prior notification to the boat's owner. Efforts will be made to contact the registered owner if circumstances are required.

b. Marina customers that place a lock on their vessel's trailer must be within close proximity to the Fort Belvoir Marina in order to remove the lock if circumstances require movement of the trailer.

c. The Fort Belvoir Garrison and DFMWR are the owners and custodians of the Fort Belvoir Marina property. Dry/land storage is on a first come, first served basis. While the Marina Office allows a limited amount of patrons retaining a parking areas (marking with cones/signage) no specific parking space is guaranteed to any person. Dry storage fees and charges are for the privilege to store on Marina property not in a specific location.

d. In addition to Chapter 2, Section 1, d; maintain storage areas in good order and appearance, all patrons are to secure any loose cords, straps, trailer wiring, etc. The maintenance and the Marina staff must have a clear area to weed eat and cut grass. Any items interfering with grass cutting may be removed by staff.

e. The Fort Belvoir Marina assumes no liability for boat stands stored on the Marina premises. Persons electing to keep their personally owned boat stands at the Marina do so at their own risk.

3. Failure to comply with the Belvoir Marina Rules and Regulations could lead to suspension or expulsion from the Marina program. Failure to comply will be brought to the attention to any of following: Marina Manager, Fort Belvoir DFMWR office and/or Garrison Commander's Office.

DANIEL HULST  
Manager, Fort Belvoir Marina