



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BV-WR

19 April 2024

MEMORANDUM FOR U.S. Army Garrison Fort Belvoir, Outdoor Recreation (ODR),  
Marina and Recreational Vehicle (RV) Storage Lot Staff and Patrons

SUBJECT: Fort Belvoir ODR, Marina and RV Storage Lot Standard Operating  
Procedures (SOP)

1. **PURPOSE.** To provide an SOP for the Fort Belvoir ODR, Marina and RV Storage Lot operation.
2. **ELIGIBLE PATRONS.** Active Duty, Retired Military, Reservists, National Guardsmen, Department of Defense (DoD) Civilians, Installation Contractors, and those listed in Army Regulation (AR) 215-1, paragraph 7-1 are eligible to store at the Fort Belvoir Marina and RV Storage lots. Eligible patrons who rent space to store property at the Marina or RV Storage Lot will be referred to as “Lessees.”
  - a. **Authorized User Verification:** A valid identification (ID) card indicating proof of eligibility must be presented at check-in.
  - b. **Age Restrictions:** Reservations, forms, and agreements may only be completed by authorized patrons 18 years of age or older (active-duty exempt). A valid ID card indicating proof of age must be presented at time of reservation.
  - c. **Priority:** Due to limited space, active military residing on Fort Belvoir will be afforded priority over non-active-duty eligible patrons.
3. **ELIGIBLE VEHICLES.** Per Fort Belvoir Regulation 190-2, Chapter 2-3, 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 designated FMWR lots.
  - a. All eligible vehicles must be registered and owned by the lessee. Under no circumstances will a lessee be allowed to rent a slot for another person’s property which is not titled to the lessee.
  - b. Lessees 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 RV Storage Office.
4. **RESERVATIONS.**

**“LEADERS IN EXCELLENCE”**

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a. Reservations can be made by appointment at 10155 Johnston Road, Fort Belvoir, VA 22060. An appointment can be scheduled by emailing [milka.m.mcwhite.naf@army.mil](mailto:milka.m.mcwhite.naf@army.mil) or by phone at (703) 805-1226. Walk-ins for inquiries and questions will be authorized Mondays and Wednesday – Friday.

b. Prior to storing, lessees must review and sign the Storage Agreement and include all required documentation to include current proof of insurance and vehicle/boat/trailer registration.

(1) All boats/vehicles must have valid and up-to-date annual state inspection decals stickers or other applicable documentation.

(2) ***Tags, registration, and insurance must be up to date as long as the property is stored at the Morale Welfare and Recreation (MWR) secured storage.*** If lessees decide to change the type of property, they must provide all required documents such as proof of ownership, valid state registration, and proof of current insurance. Lessees who fail to provide this information within 30 days will be asked to remove their property.

c. This agreement can be terminated at any time by MWR. Such termination will be effective ten (10) calendar days from the date that written notice is placed in the United States mail addressed to the property owner(s) at the addresses provided in this Agreement or forwarded to the email address of the Patron as indicated above, at the complete and sole discretion of the MWR.

d. The Lessee agrees to provide FMWR written notice two weeks before the date the Lessee intends to terminate the storage agreement by completing the check-out form and returning to FMWR. If no notice is given, FMWR will continue to charge the Lessee's on-file credit/debit card.

## 5. STORAGE FEES.

a. The monthly storage fees are based on boat/vehicle/trailer size and category.

(1) Billing will be set up upon vehicle check-in with the lessee's. Lessee will receive a receipt at each billing cycle day (the 15th of each month unless it falls on the weekend).

(2) Vehicle size is the total length of the stored vehicle, from bumper to bumper or bumper to hitch. Lessees who misrepresent the size of their vehicle are subject to removal from the storage lot and or loss of Family and Morale, Welfare and Recreation (FMWR) privileges.

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(3) For short term reservations (3 months or less), the cost will be \$10 per day.

b. The storage year begins on the first day of a reservation and ends 12 months from that date. Lessees who make a reservation during the month will be charged a prorated amount for the first month and then pay the full rate for the following month moving forward.

c. Lessees may pay their storage fees monthly. Monthly payments are due on the 15th day of each month. Due to credit card security measures, card information is not visible. It is the responsibility of the lessee to inform the Belvoir Marina and RV 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 late fee may be assessed on any monthly payment that is more than 30 days past due.

## 6. LOT USAGE.

a. The designated Fort Belvoir RV Storage lots are for storing vehicles or trailers only. 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 Belvoir Marina and RV Storage Office prior to RV Storage lot approval. All boat storage will follow all rules procedures of RV Storage lot.

b. The Fort Belvoir Marina Storage lot is for storing boats or trailers only.

c. At no time will any lessee be allowed to stay or camp in their space overnight.

d. Access is 24 hours a day using a magnetic access card from Belvoir Marina and RV Storage. There is a \$25 replacement fee for all lost access cards. Lessees who lose their access cards must contact Belvoir Marina and RV Storage at (703) 805-1226 immediately.

e. Lessees 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 Storage 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.

f. Lessees are prohibited from performing mechanical work on their property while it is located in the RV Storage lot. Dumping/draining of any fluids or sewage on the ground is also strictly prohibited.

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g. The Lessee agrees that MWR has the authority—but not the responsibility—to remove property as circumstances dictate, including natural and manmade disasters, riots, civil disturbances, terrorist attacks, vandalism or the like. While the MWR will take reasonable measures to protect property stored at MWR facilities, the Lessee remains fully and solely responsible for moving the property to a safe storage area.

h. Propane tanks must be empty, and valves must be in off/closed position.

i. MWR assumes no responsibility for any damaged caused by a Patron's failure to properly winterize or secure their property against the elements.

j. Any additional property must be stored inside the automobile, camper, or recreational vehicle, or in an approved storage unit. No loose or ancillary equipment or property may be stored outside the vehicle.

k. Any property left in the Space Use /Storage area beyond the dates of this Agreement shall accrue a storage fee at a pro-rata rate of 150% of the original storage charge in the Storage Lot Agreement for the first 30 days after expiration of the agreement. Thereafter, a pro-rata storage fee of 200% of the original storage charge above will accrue.

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 an RV or boat. Refunds will be prorated according to months prepaid.

8. ABANDONED PERSONAL PROPERTY. Property currently in storage with expired tags or fees 10 days past due will be considered abandoned by MWR and title will be obtained in order to dispose of the property, or sell it at public auction in accordance with 10 U.S.C. § 2575, Disposition of Unclaimed Property and Virginia State Code Section 46.2-1203, Abandoned, Immobilized, Unattended and Trespassing Vehicles; Parking. However, no property may be disposed of until diligent effort has been made to find the owner (or the heirs, next-of-kin, or legal representative of the owner).

10. SPACE ASSIGNMENTS.

a. Each registrant will be designated a lot and space number for their use. Space assignments are limited to one per Family and are made on a permanent basis. Parking in a space not assigned to your RV/boat/trailer, or failure to comply with rules will result in removal from space at the owner's expense.

b. Each spot must only have one vehicle/boat/trailer. Multiple vehicles/boats/trailers cannot be stacked into one storage spot.

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11. PROPONENT. DFMWR is the proponent for this SOP. The point of contact is the undersigned and can be reached at (703) 805-1488 and/or by email at [romel.e.voellm.naf@army.mil](mailto:romel.e.voellm.naf@army.mil).

ROMEL E. VOELLM  
ODR Director  
Family and MWR