

Appendix A
RV Storage Activity Contract
Fort George G. Meade, MD

NAME: _____

LOT NAME: _____ SPACE #: _____

1. PROCEDURES

a. All patrons wishing to receive storage services in one of the Fort Meade RV Storage Lots must provide the following:

- i. A minimum of one month's storage fees.
- ii. Current registration in your name and proof of insurance (if applicable).

b. For registered property, only persons listed on the registration may receive storage services unless a power of attorney is presented.

c. Registration for a space: Patrons must report to the Administrative Building at 2300 Wilson Street to complete the following:

- i. Read and sign this contract.
- ii. Complete RV Storage Vehicle Data Sheet
- iii. Sign and date key card request form DA 3161, if applicable.

d. Upon completion of the above and receipt of payment, the patron will receive one gate access key card for the RV Storage Facility (if applicable). This card becomes the responsibility of the patron receiving storage services. **There will be a \$25.00 replacement fee for all lost key cards.** Only one key card will be issued for each space.

e. **WHEN VACATING A SPACE: Patrons must report to the Administrative Office if they wish to terminate their contract.** The space will not be considered "vacant" until the property has been removed, a "Notice to Cancel, Use of RV Storage Service" has been completed, all outstanding fees have been paid, and the gate access key card has been returned. Failure to return the gate access key card will result in a \$25.00 fee. Failure to notify the administrative office will result in the patron being charged every month until the key card has been returned and the proper forms have been completed.

Patrons Initials _____

2. FEES AND PAYMENTS

a. Storage fees for all spaces are computed on a monthly, semi-annual or annual basis. Monthly fees will be assessed according to the current fee schedule.

b. Semiannual payments are six months paid at one time. Semiannual payments will be discounted by ½ of one month's fee. EX: $(6 \times \$55.00 = \$330.00) - (.50\% \times \$55.00 = \$27.50 \text{ Discount}) = \302.50

c. Annual payments are twelve months paid at one time. Annual payments will be discounted by 1 full month's fee. EX: $(12 \times \$55.00 = \$660.00) - (1 \times \$55.00) = \605.00

d. Late Fees: All fees are due on the first of the month. Fees are considered late if not received by the 10th day of the month and will accrue an additional \$10.00 late fee per month.

e. Refunds: Refunds will be based on the number of full months for which payment has been made. All refunds will be subject to a \$10.00 administrative fee.

f. Payments will be accepted in person at the Administrative Office located at 2300 Wilson Street. Payments in the form of personal checks can be mailed to 2300 Wilson Street, Fort Meade, MD 20755-5070. Payments in the form of credit cards can be accepted over the phone during normal business hours. **YOU WILL NOT RECEIVE ANY NOTIFICATIONS FROM THIS OFFICE WHEN YOUR PAYMENT IS DUE. IT IS YOUR RESPONSIBILITY TO PROVIDE TIMELY PAYMENTS TO THIS OFFICE.**

It is recommend to set up an automatic payment through your financial institution, or set up reminders on your smartphone or computer.

g. A \$30.00 fee will be assessed for all dishonored checks.

h. Prices are subject to change with thirty (30) days' notice to patrons.
Notice can be delivered in the form of signage at the storage lots,
And Notice on our website.

Patrons Initials _____

3. DELINQUENT ACCOUNTS

a. The following procedures will be followed for patrons with outstanding fees:

i. Fees are considered late if not received by the 10th of the month. A \$10 late fee will be assessed for each month payment is late.

ii. 30 Days after the 10th of the month – The patron's gate access card will be deactivated, if applicable.

iii. 60 Days or more – a certified letter will be sent only if property is still present and has not been paid up to date.

b. Unclaimed property or property with outstanding fees of more than 90 days will be considered abandoned on post and removed in accordance with AR 190-5, Motor Vehicle Traffic Supervision. The account will be turned over to the DFMWR Financial Management Office for collection.

c. Attempts will be made to recoup any outstanding fees due to DFMWR, to include garnishment of military pay or federal income taxes, if applicable.

4. RULES FOR USAGE

a. Only the property identified by the registered owner on RV Storage data Sheet is authorized to be stored at the RV Storage Facility.

b. Only one vehicle or trailer will be stored in an assigned slot. Loose property, Bins or trash is not permitted.

c. No loose property will be allowed in the lot.

d. The patron is responsible for maintaining their property in an operable condition. The property cannot leak fluids and tires must be inflated.

e. The patron assumes responsibility for insurance or financial obligations resulting from damage or loss of any property stored in the RV Storage Facility.

f. Maintenance, repair, assembly or disassembly will not be performed within the RV Storage Lot to include the driveway and grounds.

g. Access to property will be limited to persons identified on the data sheet.

h. Spaces are designated at the time the space is leased and changes can only be made by the Administrative Office. Storage spaces are NOT transferable.

i. The gate to the RV Storage Facility on Ernie Pyle is secured by a computerized system. The gate access card allows patrons access 24 hours a day. Any problems with the access card or gate should be reported to the Administrative Office. Currently, all other storage lots operated by DFMWR are not secure utilizing gate access cards.

j. Live animals or persons are **not permitted** to stay or reside within the RV Storage Facility for any reason. The Provost Marshall will be contacted if this is observed.

k. **Valid Registration and Insurance must be maintained** and up to date in order to utilize the storage lot. Lack of updating required documents will result in not being permitted to use the storage lots.

l. Patrons contact information must be updated as needed, to include home, work, cell phone numbers, email and home addresses and emergency contact information. It is the responsibility of the patron to provide this required information as it changes.

5. RELEASE AND HOLD HARMLESS AGREEMENT

I, the undersigned does forever release, acquit, and discharge the DFMWR, the United States Army, the United States of America, and its employees from any and all actions for loss, damage, costs, charges, claims, demands, and liabilities of whatever nature resulting out of the use of RV Storage Activity equipment or facilities.

This release serves as an inducement to DFMWR to allow the undersigned to use the RV Storage Lots. This release covers all injuries and any property damage arising out of the use of the RV Storage Lots and its programs. The undersigned also agrees to indemnify and hold harmless the DFMWR and the United States of America from all costs, claims, and liabilities of any kind.

This contract contains the sole agreement between the parties hereto. The patron attests to the fact that he/she has read this agreement and accurately completed RV Storage Data Sheet.

The patron electing to use this facility agrees to comply with all provisions herein. If this agreement is broken, the patron is required to remove their property and will no longer be able to utilize this activity.

Signature of Patron

Date

Signature of RV Storage Activity Representative

Date