



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-MWR

14 February 2013

MEMORANDUM FOR Camp Meade RV Park Patrons

SUBJECT: Camp Meade RV Park Reservation Policy

1. References:

AR215-1, Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities, 06 October 2008

2. IAW with AR 215-1 Para 8-25 the following are Camp Meade's RV Park reservation policies.

a. Active Duty Military may make reservations up to twelve months in advance. All other adult authorized patrons may make reservations up to eleven months in advance. Fees are subject to change without notice.

b. Peak season is determined to be 1 April through 15 November and non-peak season is 16 November through 31 March.

3. Current RV Park fees are listed at Appendix A.

4. Homesteading is strictly prohibited. Customers may make daily, weekly, or monthly reservations or contracts; at the conclusion of which the next eligible patron on a waiting list will be accommodated. Renewals of these reservations or contracts may be requested up to 5 days prior to the date of expiration, as long as existing reservations or waiting list will be accommodated. Personnel on extended stays must comply with local and State law relative to taxation, vehicle registration, and other residence issues.

5. RV Park Rules are listed at Appendix B.

4. Patron Eligibility – Active Duty.

a. Active duty patrons/Ready Reservist may make *initial* reservations for up to 60 days in both peak and non-peak seasons.

b. Active duty will be allowed to make *additional* reservations one time in *peak* season, for a total of 120 consecutive days. Once active duty patrons have met the maximum allowable consecutive days in the park, they must leave the park for a minimum of 5 days.

IMME-MWR

SUBJECT: Camp Meade RV Park Reservation Policy

c. Active duty will be allowed to make two sixty day extensions in *non-peak season*, for a total of 180 consecutive days. Once active duty patrons have met the maximum allowable consecutive days in the park, they must leave the park for a minimum of 3 days in *non-peak season*.

5. Patron Eligibility – All Other Authorized Patrons.

a. All other authorized patrons may make *initial* reservations for up to 30 days during peak season and 60 days during *non-peak season*.

b. New reservations may be made for an additional 30 days during *peak season* and 60 days during *non-peak season*, on the last day of an existing reservation, on a space availability basis.

c. Authorized patrons may make additional reservations one time during *peak season* for a total of 60 consecutive days. Once patrons have met the maximum allowable consecutive days in the park, they must leave the park for a minimum of five days.

d. Authorized patrons may make additional reservations two times during *non-peak season* for a total of consecutive 180 days. Once patrons have met the maximum allowable consecutive days in the park, they must leave the park for a minimum of three days during *non-peak season*.

6. Overflow Parking.

a. Reservations will not be made in overflow parking. Overflow parking is to be used on an as needed basis and is intended for patrons with reservations who may not be able to immediately enter the park. In the event a patron arrives without a reservation and cannot be accommodated in the park within the next three days, they will be allowed a one night stay in overflow parking to find other accommodations. Patrons that can be accommodated within three nights will be authorized to stay in overflow parking for three nights, with a confirmed reservation. Patrons in overflow parking must move into the park as soon as space becomes available. Overflow parking is not authorized if there is space available in the RV Park. Any exception to policy requests must be approved by the manager.

b. Individuals who may be away during the time that they are scheduled to move to another site, may be granted permission to move into overflow parking until their return, if it will hinder a new guest from being able to move into their site. Patrons are required to move back into the next available site upon their return (not to exceed three days in overflow parking).

IMME-MWR

SUBJECT: Camp Meade RV Park Reservation Policy

c. Individuals who may be away during peak season may be granted permission to move into overflow parking; if the spot can be filled during the individual's absence. Patrons are required to move back into the next available site upon their return not to exceed three days in overflow parking.

7. Sites 1A, 42, 45 and Cabin #8 are designated as handicapped accessible and will be reserved only when the requesting patron possesses handicap status or all other sites are filled.

8. Reservations.

a. An authorized patron may reserve up to four additional sites for guests from November 16 through March 31 (non peak season). During peak season, April 1 through November 15, up to two sites may be reserved for guests two weeks in advance, on a space available basis only. Authorized patrons must accompany their guests and must be willing to assume responsibility, including payment for services. A credit card number will be required at the time the reservation is made.

b. A deposit equal to one night stay will be required for all reservations. Payment is due in full for the entire reservation at time of check-in. If the patron cancels the reservation less than 48 hours before their reservation date, they will forfeit the deposit. All deposits will be applied to your payment.

(1) Patrons who wish to lock in a certain spot will be able to pay for it entirely at the time of their telephone reservation with the staff. A note will be made in the system that the patron will not be moved from that spot.

(2) For all reservations, cancellations must be made at least 48 hours prior to the date of arrival to receive a full refund of the deposit.

(3) Spouses and family members may not make extended reservations to circumvent this reservation policy.

9. Extra Vehicle Storage information is listed at Appendix C.

10. Check in/ checkout: If the patron plans to arrive after normal business hours, the staff will call the patron to inform them of the gate and bathroom codes, as well as their assigned spot. Patrons must check in and pay for the reservation the next business day by 1300. Patrons who fail to check in will have their credit card charged for the entire reservation. All patrons whose reservations have ended must check out by 11 am from the park.

IMME-MWR
SUBJECT: Camp Meade RV Park Reservation Policy

11. The point of contact for this information is the Outdoor Recreation manager at 301-677-6447.

Encls

Martha L. McClary
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Director, Family and Morale
Welfare and Recreation