

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. Provide a valid eligible ID Card, then Read and Sign this contract.
- ii. Complete RV Storage Vehicle Data Sheet and Document Packet
- iii. Provide current valid Registration and Insurance documents in your name.

d. 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. Failure to do so will result in accruing fees. You can contact the office or visit our website to access the Notice to Cancel form.

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. EXAMPLE: (6 X \$60.00 = \$360.00) – (.50% x \$60.00 = \$30.00 Discount) = \$330.00

c. Annual payments are twelve months paid at one time. Annual payments will be discounted by 1 full month's fee. EXAMPLE: $(12 \times \$60.00 = \$720.00) - (1 \times \$60.00) = \660.00

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 **\$20.00 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 DFMWR/RV STORAGE, P.O. BOX 169, Fort Meade, MD 20755-5070, or placed in our night drop box. 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 REponsIBILITY 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 \$20 late fee will be assessed for each month payment is late.**

ii. 30 Days after the 10th of the month – The patron will be assessed a late fee.

iii. 60 Days or more – The office staff will attempt to contact you and you will be assessed a second late fee.

b. 90 Days or more--A certified letter will be sent only if property is still present and has not been paid up to date. Unclaimed property or property with outstanding fees of more than 90 days will be considered abandoned on post and removed (towed away) 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.

d. Repetitive late payments will not be accepted. If we document this as a regular occurrence, we will provide one warning to correct these actions. If this reoccurs again we will ask you to remove your stored item(s) and then you will lose your storage privileges.

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 storage space. (Example: bins, motorbikes, small items) All items must be placed on or inside the stored item listed on the agreement.

d. The patron is responsible for maintaining their property in an operable condition. The property cannot leak fluids and tires must be inflated. Motorized vehicles must be drivable, and towable items must be able to be towed without mechanical deficiencies.

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. Campers with slide outs, must be in the closed position when unattended. This can interfere with your neighbors pulling their vehicles in or out of their space.

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

i. 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.

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 and registration decals 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.

m. Stored items cannot be exchanged with another unregistered items. New items of the same must be registered with the main office. See office for details.

n. Storage spaces cannot be sublet to another person, Registered spaces are only for the person listed on the Storage agreement.

o. **Commercial Vehicles and Commercial Markings** (company names, websites or phone numbers listed) **are not permitted** to be stored in the DFMWR storage lots.

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