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Services

RECREATION VEHICLE STORAGE AREA



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This instruction implements AFI 34-262, Services Program and Use Eligibility, AFI 34-110, Air Force Outdoor Recreation Program, and AFD 34-1, Air Force Services Combat Support Program. This instruction establishes procedures for managing the Schriever Air Force Base's Recreation Vehicle Storage Lot.

1. Responsibilities: The director of Outdoor Recreation is responsible for the operation of the 50 MSG/SVRO Recreation Vehicle Storage Lot and for ensuring that all personnel utilizing the area adhere to the provisions of this OI.

2. Eligibility:

2.1. AFI 34-262, Table A2.1., describes eligible users of Services Facilities.

2.2. In the administration of the Schriever Air Force Base RV Lot by the Outdoor Recreation Office, eligible patrons will receive available space in the following order:

2.2.1. Active duty military personnel living in base housing

2.2.2. Active duty military personnel living off base

2.2.3. Retirees

2.2.4. DOD Civilians assigned to Schriever AFB

2.2.5. DOD Contractors assigned to Schriever AFB

2.2.6. Other persons eligible in accordance with AFI 34-262

2.3. If a waiting list is maintained with persons of a higher eligibility, the rental agreement may not be renewed at the end of the contract's term. Therefore, persons on the waiting list may have to wait until the contract of a person with lower eligibility expires.

2.4. If an occupant's priority changes due to retirement, job change, PCS, etc, it is the occupant's responsibility to notify the Outdoor Recreation Office. Failure to do so may result in removal from the waiting list or termination of the lease agreement.

2.5. A waiting list will be maintained using the above-established priorities by the Outdoor Recreation staff. The Outdoor Recreation Office shall maintain a waiting list of no more than 75 persons.

2.6. Patrons living in base housing must provide the Outdoor Recreation Office with an AF Form 150, Drayage/Storage Authorization – Government Quarters, or have their current address verified between the Outdoor Recreation Office and Base Housing Office.

2.7. The Outdoor Recreation Office reserves the right to verify a person's housing status through the Base Housing Office at any time.

3. Procedures:

3.1. Storage spaces for authorized vehicles are provided for lease (on a month to month, six month and year term), provided that a valid contract agreement has been entered between the patron and the owner (Outdoor Recreation, 50th Services Division).

3.1.1. Patrons who do not adhere to the policies of this OI or the rental agreement will receive two weeks written notice that their contract will be voided.

3.2. Authorized vehicles include, but are not limited to, trailers, boats, campers, motor homes, automobiles, trucks, utility trailers, motorcycles on trailers, and off road vehicles.

3.2.1. The 50 MSG/SV determines eligibility criteria for vehicles not otherwise defined in this OI.

3.2.2. Unauthorized equipment will be removed from the lot at the owner's expense after 30 days written notice has been given from the Outdoor Recreation Office.

3.2.3. Unauthorized vehicles/equipment include, but is not limited to, unsightly items such as uninstalled tires/wheels, other vehicle parts, articles not related to recreational vehicles, uninsured vehicles, unregistered vehicles and stripped vehicles.

3.2.4. Only one authorized vehicle may be placed in a registered spot and must be the legal property of the patron.

3.2.5. Only the vehicle listed on the signed RV Storage Lot Rental Agreement may park in the designated space. **Exception:** An automobile may be parked in the space while a motor home assigned to the space is being utilized. A note must be prominently displayed in the front window stating when the vehicle will be removed.

3.3. Patrons are required to maintain insurance on their stored items. Neither 50th Services Division, nor the U.S. Air Force, is responsible for loss or damage to property stored in the lot.

3.3.1. Customers are required to park their vehicles in their assigned space and secure all windows, doors, and exterior attachments. The vehicle is stored solely at the risk of the owner. Vehicle owner will assume all risk of loss, including damage or loss by burglary, fire, vandalism, vermin, wind, storm, and all acts of damage caused by nature.

3.4. Patrons of the lot are responsible for the maintenance, cleanliness and up-keep of their assigned space. All covers for vehicles must be in good repair and properly secured to the vehicle. Vehicles that

impede or damage other vehicles are the responsibility of the owner. Proper braking and securing of equipment are the responsibility of the patron.

3.5. Patrons are required to adhere to the responsibilities outlined in the terms of their signed rental agreement. A blank rental agreement is provided at [Attachment 2](#).

3.6. No maintenance or repairs will be performed in the recreation vehicle storage lot.

4. Fees:

4.1. Fees are made to Outdoor Recreation, 50th Services Division.

4.1.1. Fees may be paid monthly by credit card, yearly or bi-annually by cash, check, or credit card.

4.1.2. The month to month credit card payments will be administered by the NAF Accounting Office and Outdoor Recreation Office.

4.1.3. Credit cards, in the case of month-to-month payments, will be charged by the 10th of the month for the current month's fee. Card numbers will remain on file with the NAF Accounting Office until the contract is terminated.

4.1.4. The Outdoor Recreation Office will forward to the NAF Accounting Office the names, card numbers, and amount to be billed by the 30th of the preceding month.

4.1.5. If the credit card is declined, in the case of a month-to-month payment, the NAF Accounting Office will notify the Outdoor Recreation Office who will in turn notify the patron to request payment in an alternate form.

4.2. Fees vary according to the length of the lease agreement (month to month, six months, or one year).

4.3. Fees are approved by the 50th Services Division NAF Council. Fees may be changed at any time with a 30-day written notice to patron.

4.4. Patrons are entitled to a refund of the pro rata apportion of the rent for the remaining term of the lease, if patron gives two weeks written notice to the outdoor recreation office.

4.5. Patrons are not entitled to a refund of the first months rent under any circumstances upon execution of the rental agreement.

5. Delinquent Accounts:

5.1. One week or less past due: A courtesy phone call from the Outdoor Recreation Office reminding the customer of the delinquent payment.

5.2. Seven to fourteen days past due: A letter will be sent from the Chief, Community and Family Member Programs Flight, notifying the user of the delinquent status of the account. ([Attachment 3](#))

5.3. Thirty days past due: A letter will be sent from the Director, 50th Services Division, stating the intent to tow the vehicle and initiate a military pay order (DD Form 139), when applicable. A copy of this letter will be forwarded to the squadron commander of the user, when appropriate ([Attachment 4](#)).

Patron's access code will be revoked until payment has been remitted.

5.4. Sixty days past due: Vehicle will be towed from storage lot. Repossession of the vehicle is the responsibility of the owner.

5.5. Notification of payment due: Customers can determine when their next payment is due by reviewing their contract agreement or calling the Outdoor Recreation Office at (719) 567-6050.

5.6. If a patron receives the thirty days past due letter more than once in a six month period, the contract may be terminated.

6. Access:

6.1. Access to the RV Storage Lot is available to patrons 24 hours a day seven days a week, unless precluded by inclement weather or mechanical problems.

6.2. Upon execution of the contract, each patron will receive a code from the Outdoor Recreation Office to be entered at the gate for access to the lot area.

6.2.1. A patron may not disclose their access code. An access code disclosure form is located at [Attachment 5](#).

6.2.2. The Outdoor Recreation Office may change any or all access codes at any time for security purposes.

6.2.3. The access code transactions will be downloaded by the ODR Office monthly and will be retained for one year.

6.2.4. If an account remains delinquent for 30 days, the access code for that account will be inactivated and access will be denied.

6.3. Patrons may report any access problems to the Outdoor Recreation Office, Monday through Friday from 8 am to 4 pm at 567-6050. The Command Post may be contacted at 567-2180 after business hours, weekends, down days and holidays.

6.3.1. To report suspicious activity, patrons may contact the Security Forces desk at 567-5643.

7. Security:

7.1. Outdoor Recreation Staff will make daily physical security checks on the condition of the RV Storage Lot, except on weekends and holidays or other authorized closures.

7.2. Outdoor Recreation Staff will immediately report signs of vandalism, trespass, property destruction, or suspicious activity to Security Forces.

7.3. Security Forces will make intermittent surveillances within a 24 hour period of the RV Lot vicinity.

8. Secondary Storage Containers:

8.1. If federal or state law mandates stored vehicles with fuel tanks larger than 55 gallons to collect excess oil, petroleum, or other liquid in a secondary storage container, the statute will also apply to the recreational vehicle storage lot.

8.1.1. It is the responsibility of the patron to supply the secondary storage container that follows the established base guidelines.

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander, 50th Space Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-110, Air Force Outdoor Recreation Program

AFI 34-262, Services Program and Use Eligibility

AFPD 34-1, Air Force Services Combat Support Program

Terms

NAF—Non-appropriated Funds

ODR—Outdoor Recreation

PCS—Permanent Change of Station

Attachment 2

RV STORAGE LOT – RENTAL AGREEMENT

THIS RENTAL AGREEMENT is executed in duplicate this _____ day of _____, in the year _____, by and between, Outdoor Recreation as owner agent of properties and land at Schriever AFB, Colorado Springs CO 80912 (719) 567-2015 from this point forward referred to as (“Owner”) and _____, from this point forward referred to as (“Occupant”) whose permanent address and alternate are as follows:

 Occupant Contact Name (Last, First, MI) Alternate Contact Name (Last, First, MI) (other than spouse)

 Occupant’s Address Alternate’s Address

 Occupant’s City/State/Zip Code Alternate’s City/State/ Zip Code

 Occupant’s Home Telephone # Work Telephone # Alternate’s Telephone #

Contract number specific to this agreement between Owner and Occupant

Status _____ Organization _____

Military/Retired/Civilian/Contractor on Schriever AFB Unit/Duty Station

Type of Vehicle (car, truck, camper, RV, boat) _____ Make _____ Model _____ Year _____

Vehicle License No. _____ State _____ VIN# _____

Length of Vehicle _____ Slot Number _____

FEES AND CHARGES (Check one) ___ Monthly ___ 6 Month ___ 12 Month

A \$10.00 late fee will be applied for any payments not made by the 1st of the month.

\$ _____ is the Monthly rent. I, the undersigned, authorize 50 MSG/SV to debit \$ _____ from my Visa/Master Card number _____ Expiration Date _____ On or before the 1st of every month.

\$ _____ is the 6 month lease rate to be paid in full on the date contract is signed. Date expired _____

\$ _____ is the 12 month lease rate to be paid in full on the date contract is signed. Date expired _____

\$ _____ is the prorated fee. A prorated amount will be applied if contract is signed on a date later than the 1st. This applies only to the first month.

\$ _____ **Total due today**

DISCLOSURE OF LEINHOLDERS. Pursuant to Article 21.5, Title 38, Colorado Revised Statutes, as amended, Occupant shall disclose below any and all lien holders with an interest in any of the personal property that is or will be stored in Occupants RV storage space, Schriever AFB IF NONE: _____ Occupants Initials required.

NAME	ADDRESS	TELEPHONE NUMBER
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I, the undersigned, agree to the following conditions listed below for the storage of my Recreational Vehicle (RV) or other authorized equipment at Schriever AFB Recreational Vehicle Storage Lot.

INITIALS HERE _____, Occupant acknowledges that the above information is correct. Occupant also agrees that if payment is more than 30 days overdue, their vehicle may be towed at occupant’s expense.

1. PURPOSE AND DESCRIPTION OF PREMISES: It is agreed by and between Owner and Occupant, that the parties have entered into this rental agreement for the purpose of leasing or renting certain space as herein described and with the express understanding and agreement that **no bailment or deposit of goods for safekeeping is intended or created hereunder.** Owner leases to Occupant and Occupant leases from Owner the above noted space (herein after referred to as the “Premises”) located at the above referenced address of Owner and included in a larger facility at such address containing similar leased real property and space to other Occupants. At no time is the Occupant authorized to sublease their space to others, by placing your INITIALS HERE _____, acknowledges and agrees that the Premises and the common areas of the property are satisfactory for all purposes for which Occupant shall use the Premises or the common areas of the property. Occupant shall have access to the Premises and the common areas 24 hours a day, seven days a week unless precluded by weather or mechanical problems.

2. TERM AND RENT: A prorated amount will be applied if contract is signed on a date later than the 1st. Either party may terminate this agreement, at anytime, by providing the other party with two weeks written notice. Occupant understands and agrees that under no circumstances will Occupant be entitled to a refund of the first months rent paid upon execution of the Rental Agreement. Only if two weeks notice is given by Occupant or Owner, will Occupant be entitled to a refund of a pro rata apportion of the rent for remaining term of the lease agreement. Owner may adjust monthly charges and/or fees, with the approval of the Schriever AFB NAF Budget Council. Any such adjustments shall take effect 30 days after written notice of the change has been sent to the Occupant. Any such adjustments to fees and charges shall not otherwise affect the terms of this Rental Agreement and all other terms shall remain in full force and effect. Occupant agrees to maintain current registration and license for their vehicle(s), as required. Failing to comply with proper licensing and registration requirements will subject Occupant’s vehicle to being towed at Occupant’s expense. Occupant agrees to abide by any rules, which may be established by the 50th Mission Support Group, Services Division regarding the proper use and regulations of the RV and personal vehicle storage lot. By placing your INITIALS HERE _____, Occupant acknowledges that he/she understands, agrees, and is responsible to the provisions of this paragraph.

3. INSURANCE: OCCUPANT STORES ALL PERSONAL PROPERTY AT THE OCCUPANT’S SOLE RISK. INSURANCE IS OCCUPANT’S SOLE RESPONSIBILITY. OCCUPANT UNDERSTANDS THAT OWNER WILL NOT INSURE OCCUPANT’S PERSONAL PROPERTY. To the extent that the Occupant does not obtain insurance coverage for the full value of the Occupant’s personal property stored on the Premises, Occupant will personally assume all risk of loss, including, but not limited to, damage or loss by burglary, fire, vandalism, wind damage, and vermin. Occupant hereby releases Owner and Owners Agents, affiliates, authorized representatives and employees (“Owner’s Agents”) from any responsibility for any loss, liability, claim, expenses, damage to property or injury to persons, including without limitation any loss arising from the active or passive acts, omission, or negligence of Owner or Owner’s Agents. Occupant also agrees that any damage to the owner’s property, including, but not limited to environmental damage and/or any loss arising from the active or passive acts, omission, or negligence of Occupant or Occupant’s Agents is the sole financial responsibility of the Occupant. By placing your INITIALS HERE _____, occupant acknowledges that he/she understands the provisions of this paragraph and agrees to these provisions and that insurance is Occupants sole responsibility.

IN WITNESS WHEREOF the parties hereto have executed the Rental Agreement the day, month, and year as written above.

Owner(Outdoor Recreation Representative)

Occupant

Attachment 3

EXAMPLE OF PAST DUE LETTER FOR THE SCHRIEVER RV STORAGE LOT

DATE:

50 MSG/SVY
210 Falcon Parkway, Ste. 210
Schriever AFB, CO 80912

Dear _____:
(Name of Patron)

This letter is to notify you that our records indicate your Schriever AFB vehicle storage lot account is past due.

Space # : _____

Payment Due: \$ _____

Amount Due: \$ _____

If you feel this letter has been sent in error or you have already submitted a payment to balance your account, please call the Outdoor Recreation Office at (719) 567-6050.

If your account remains delinquent for a total of thirty days, your vehicle will be towed from the lot at your expense and a military pay order will be initiated.

Payments may be remitted over the phone with a credit card or in person at the Outdoor Recreation Office by check, cash, or credit card. Payments may also be mailed to:

50 MSG/SVRO
210 Falcon Parkway, Ste 2109
Schriever AFB, CO 80912-2109

Thank you for your cooperation in this matter. Please feel free to call the Outdoor Recreation Office at (719) 567-6050, if you have any questions on this matter.

JENNIFER B. ADAMS, GS-11
Chief, Community and Family Member Programs Flight

Attachment 4**EXAMPLE OF 30 DAYS PAST DUE LETTER FOR THE SCHRIEVER RV STORAGE LOT
DATE:**

50 MSG/SV
210 Falcon Parkway, Ste 2109
Schriever AFB, CO 80912-2109

Dear _____:
(Name of Patron)

This letter is to notify you that action to impound your vehicle has begun. Our records indicate your Schriever AFB vehicle storage lot account is more than thirty days past due.

Space # : _____

Payment Due: \$ _____

Amount Due: \$ _____

If your account is not paid ***immediately***, your vehicle will be impounded. A military pay order, DD Form 139, will be submitted to collect the fees currently due. In addition, your access code has been revoked. It will remain inactive until payment is received.

If you feel this is incorrect or you have already made a payment, please call the Outdoor Recreation Office immediately at (719) 567-6050.

You *must* make a payment over the phone with a credit card or in person at the Outdoor Recreation Office by check, cash, or credit card.

Thank you for your cooperation in this matter. Please feel free to call the Outdoor Recreation Office at (719) 567-6050, if you have any questions on this matter.

THEA M. WASCHÉ, GS-13
Director, Services Division

Attachment 5

ACCESS CODE DISCLOSURE FORM

I, _____ have been hereby assigned the access code of _____ for access
Patron's name Code

to the Schriever Air Force Base Recreational Vehicle Storage Lot. I may not disclose this access code to any other individuals_____.
Initials

The assigned access code may be changed at any time for security reasons. The Outdoor Recreation Office will notify patrons, if their access code has changed. If a patron is unable to gain entry to the RV Lot using the assigned access code, the Outdoor Recreation Office should be contacted at (719) 567-6050, Monday through Friday from 8 am to 4 pm. The Command Post may be contacted at 567-2180 after business hours or on weekends, down days and holidays.

Patron Signature

Date

Outdoor Recreation Representative Signature

Date