

Community Support Flight

Capital Cove Marina
BOAT STORAGE LOT

- 1 -

This Operating Instruction (OI) establishes procedures for the operation of the JBAB Air Force Base, Boat Storage Area. The Provisions of this OI are applicable to all personnel utilizing and supporting this facility. The United States Air Force or FSS will not be liable for property loss or damage to customer property while occupying space in the storage area. References include AFI 34-101 and 34-262.

1. SCOPE: The provisions of this OI are applicable to all personnel utilizing the Boat storage area.
2. ELIGIBILITY: All active duty military personnel occupying quarters on 11TH wing AFB have first priority. All other eligible users in accordance with AFI 34-262, active duty (*residing off-base*), retired military personnel, DoD civilian employees etc. will be considered on a space available basis. A person must provide positive identification upon request.

2.1 When the lot is at capacity and an active duty person living on-base presents a request, personnel residing off-base (last in, first out) will be given 7 calendar days to remove their item. He/she in turn will be assigned first on the waiting list.

3. POLICIES:

3.1 For purposes of this OI, "vehicle" is defined as a boat, camper, and boat/trailer, motor home, off road vehicle, cars, trucks, utility trailer and motorcycles on trailers.

3.2 The FSS/CC determines eligibility criteria for vehicles not otherwise defined in this OI or 34-262.

3.3 Vehicles must be personal property of the storing individual who is authorized according to the eligibility criteria. Proof of ownership with registration is required prior to site assignment. Nothing stored in the lot may be used for the purpose of securing income.

3.4 In the event that there is the need for a waiting list, it will be maintained by the Capital Cove Marina staff in eligibility priority. If the space first offered to a customer on the waiting list is not suitable, the customer may decline the space and remain first on the waiting list. The customer is limited to one (1) declination for space. On the second refusal, they will move to the bottom of the waiting list.

3.5 An approved Boat storage Lot contract agreement will be completely filled out and signed by the occupant and Capital Cove Marina staff (agent for the lot) which details all specific information that is pertinent about the property being stored and which details rules and regulations as to the management of the storage lot.

3.6 The NAF council establishes rental fees. Rental fees are due annually (1 Oct) or biannually (1 Oct and 1 Apr) on the first day of the month despite the day the vehicle was sited. After 15 days of non-payment, a late fee of \$2.00 per day will be assessed. After an additional 30 days with non-payment of rental fees the vehicle will be considered abandoned and items will be reported To Security Forces for investigation and disposal.

3.7 Customers will park their vehicles in the designated space and secure all windows, doors, and exterior attachments. The vehicle will be 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.

3.8 No more than one vehicle may occupy a single space unless authorized by FSS/CC.

3.9 All vehicles must be presentable and in good working condition as judged by the FSS/SVRO staff. "Working" means able to be moved by its own mechanical means, motor and or able to be towed on its own wheels and tires. Vehicles failing to meet these conditions will be removed from the storage lot within 30 days of receipt of written notification from Capital Cove Marina.

3.10 Customers are obligated to notify the Marina staff of their intent to terminate a space rented.

3.11 Failure to comply with the above policies will result in the removal and possible disposal of the vehicle/vessel from the storage lot.

3.12 Occupants must adhere to all 11th Wing declared HURCON levels at all times and follow directed guidance from the Capital Cove Marina staff to secure or remove personal property immediately.

3.13 The United States Air Force or FSS will not be liable for property loss or damage to personal property remaining in the storage area during a hurricane, severe storms or strong winds

4. PROCEDURES:

4.1 Customers may apply for a storage lot space by completing the legal office approved *Boat Storage Lot – Rental Agreement* maintained at the Capital Cove Marina (CCM) bldg 90

4.2 Upon completion of the contract and fee payment is made, the CCM staff will show the customer the location of their space, provide them with the combination to the storage area, provide the customer with their copy of the contract agreement, and provide receipts of payment to customer when requested.

4.3 Payment dates are the responsibility of the occupant. The CCM staff will maintain payment history records. Phone contact will be made with the customer if their payment has not been received by the due date.

4.4 When a space is vacated prior to the payment cycle in which fees have been collected, a prorated refund equivalent to the remaining amount of time shall be given to the storage lot customer.

4.5 For purposes of this OI, the Capital Cove Marina is responsible for conflicts not discussed within. All appeals will be presented to the Chief, Community Support Flight for resolution.