



RV STORAGE POLICIES AND PROCEDURES
UPDATED AND EFFECTIVE 17 MARCH 2024

- 1.** A maximum of one item per lot is permitted. Trailer dollies may be positioned under RVs and may not cause the RV to extend beyond the boundary of the lot. All wheels of the RV or trailered item must be chocked at all times to prevent the potential for travel and damage to other stored items.
- 2.** Stored items may not be swapped out without prior notification to Outdoor Recreation (ODR) and a new rental agreement completed. Subsequent items cannot exceed the maximum length of the lot rented.
- 3.** Boats and other watercraft items such as jet skis are not permitted in the RV storage area. The Manatee Cove Marina is the authorized location for watercraft storage.
- 4.** Item(s) shall be kept in presentable and roadworthy condition. Flat tires, torn or dislodged covers, additional loose items and dislodged parts and pieces are not permitted. Customers will be emailed and given a maximum period of 7 calendar days to rectify the issue.
- 5.** The RV storage areas are utilized for Security Forces (SFS) Working Dog training and real-world security measures. If directed by a legally appropriate Federal entity, the ODR Manager will release the rental records on file to said Federal entity.
- 6.** Customers are not required to evacuate their items unless mandated by the Space Launch Delta 45 Commander or designated authority. Items left on the lot during severe weather, hurricanes or other natural disasters are not the responsibility of the government.
- 7.** Lock combination sharing is not permitted. Combinations will not be released without verification of current and required information.
- 8.** Maintenance and washing are not permitted in either RV storage area. Customers are permitted to dry wash and apply weather protectant and lubrication with due care.
- 9.** Camping in the RV or using it to house pets for any length of time while in the storage area is not authorized.
- 10.** The ODR staff conducts a minimum of two on-site inspections of both storage areas per week. Customers will be immediately notified of any issue(s) with or damage(s) to their item(s). It is the customers responsibility to report damages to SFS should they desire a police report. The ODR staff are not permitted to enter customer-to-customer disputes and will not provide any written statements for on behalf of a customer.
- 11.** A registered letter will be sent at the 30- and 45-day mark post initial notification of failure to pay or correct any infractions of the rental agreement or policies and procedures. At the 6-day mark, the ODR manager will arrange to have the item towed from the rental lot, at the owner's expense.
- 12.** It is the responsibility of the renter of record to maintain accurate and current information required of the rental agreement. Failed notification(s) to customers due to incorrect or outdated contact information is not the responsibility of ODR.

13. Storage is available for eligible DoD customers only, to include the item(s) being stored. Customers requesting to store an item that is not registered and insured in their name must provide a notarized agreement and proof that the item(s) to be stored are owned by an eligible DoD customer.

14. One POV is permitted in the customers lot of record for a period not to exceed 14 calendar days when the customer has travelled to the storage area for the purpose of using the RV. The customer shall provide notice to the ODR office prior to leaving the POV on site. The POV must be roadworthy and currently registered and insured while on site per installation policy.

15. A "For Sale" sign is permitted provided the sign is adequately and presentably affixed to the item. Customers are encouraged to use the ODR virtual resale lot also to facilitate the sale. The sale of a stored item to another eligible DoD customer does not include the automatic transfer of the rented lot. The seller will notify ODR and relinquish the lot; and will receive a refund if applicable. The buyer may place their name on the wait list at the time of purchase.

16. Payment is required in 6-month installments only. Requests to pay in a shorter installment shall be sent directly to the ODR Manager for consideration. Any exception granted will be temporary in nature with a completion date.

17. Prorates are applied in monthly installment only. Customers will pay the monthly fee for the month they entered and departed the lot. A refund will be issued for the remaining whole months not utilized by the customer. The customer must notify ODR upon removing the stored item(s) so that physical verification can take place the same or next business day.

I, _____ acknowledge that by printing and signing
[Print Name]

this document, have received a copy of the current RV storage policies and procedures and agree to abide by them or relinquish the lot.

[Customer Sign] [Date]

[ODR Staff Print & Sign] [Date]