



VANDENBERG AFB

FAMCAMP

CHECK IN PACKET

Print Name: _____

Military Status (Circle One): **Active Duty** | **Retired** | **DoD Civilian** | **Contractor** | **Veteran**

Name on RV registration: _____

License Plate#: _____ Registration Expiration Date: _____

Number of Pets: _____ Vaccination Expiration Date: _____

Phone Number: _____

Emergency Phone Number: _____

Space Number: _____ RV Length: _____

Check-in Date: _____

Planned Vacate Date: _____

Mandatory Vacate Date: _____

Earliest Eligible Return Date: _____

By signing and acknowledging this packet you hereby agree that you have provided all documentation required, read and initial all pages of this packet, you will comply with all policies and agree to follow the directions of Fam-Camp personnel, camp hosts and/or the base Security Forces.

Patron Signature: _____ Date: _____

Guest Signature: _____ Date: _____

Guest Signature: _____ Date: _____

LENGTH OF STAY

As per OI 34-110 section 4, our length of stay policy is as follows:

4. The Vandenberg FamCamp mission is to enable active duty, retired military, DOD/NAF civilian travelers to visit the Central Coast area; it is not designed to be a permanent living park. The length-of-stay rules apply to all patrons.

4.1. The maximum length of stay for all hook up sites and dry camp is 180 days in a 365 day period. Dry camp is not intended as a long term camping area. There is a 10 day limit at initial check-in before campers must move into the hook up areas.

4.2. Campers must vacate the FamCamp for 185 days upon reaching the 180 day limit before being allowed to return to the camp ground. No advance reservations may be made to circumvent the length of stay policy.

4.2.1. Campers may not make a reservation in another sponsor's name to circumvent the 180 day period. Married individuals or persons residing together will be counted as one 180 day period and both must vacate for the required 185 day period.

4.3. Exceptions to this length of stay policy are only made in cases of extreme hardship and must be coordinated with the Outdoor Recreation Manager and approved by the Community Services Flight Chief. Proof of these exceptions must be kept on file and must be clearly defined.

4.4. The maximum length of stay for the tent area is 14 days. Campers must vacate the tent area for no less than 14 days before returning to the tent sites. Campers may not exceed a total of 28 days in a 365 day period. Pets are not allowed in the tent area.

4.5 Active duty, retirees, DOD/NAF employees are permitted to sponsor overnight guests and family members for a maximum of 14 days. If the campground is at 90 percent or less occupancy, sponsors may extend on a weekly basis up to a maximum of 60 days from the initial check-in date. Sponsors must accompany their guests and family members at time of check-in and must complete a sponsorship letter. The sponsor will be responsible for their conduct per AFI 34-101, AF MWR Programs and Use Eligibility.

By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or Security Forces.

Patron Initials: _____

GENERAL RULES AND REGULATIONS

Facilities and Grounds

- Facility use is reserved for FamCamp patrons only
- Pets are not allowed inside any FamCamp building
- Cooking, Eating and sleeping are not permitted in lounge areas
- Smoking is not allowed in or near entrances to any FamCamp building
- Lounge hours are from 0700-2200 daily
- Quiet hours are from 2200-0700
- Viewing inappropriate images, sounds or videos while in the lounge areas can result in loss of privileges and possibly removal from the FamCamp
- Vehicle/RV washing or maintenance is not permitted anywhere in the FamCamp grounds
- Dispose of trash and recycles in designated areas-do not use personal outside garbage cans as this attracts rodents and other wild animals
- Helmets must be worn at all times when riding bikes, skates, skateboards, etc...
- Storage containers/units are not authorized in the FamCamp, unless it is temporary and fits under the motor home, camping trailer or vehicle
- No fires except in tent area fire pits.
- Check out time is 1100

Pull Through/Back in Spaces

- POVs parked in front or behind RVs must fit totally within the space and will not block the street
- POVs that will not fit in the areas in front of or behind the RV will be parked in designated areas
- No parking is allowed in empty spaces at any time
- Car haulers, storage trailers, sports/ATV trailers may be parked in the overflow area parking areas.
- For stays over two weeks, all car haulers, storage trailers, sports/ATV trailers must be parked for a fee in Outdoor Recreation's long term storage lot
- Tents are not allowed in any of the pull through or back in sites
- Propane and charcoal grills can be used for cooking use only
- No wood burning except inside the approved tent area fire pits

Back in Spaces only

- POVs may be parked in front of RVs as long as it doesn't obstruct, or interfere with through traffic or emergency vehicles
- Back in spaces 31-49 may park in the empty space next to their space as those sites are every other space. (Empty spaces are 32, 34, 36, 38, 40, 43, 45, 47, and 49)

A copy of Operating Instructions 34-110 is available at the FamCamp office during normal business hours upon request. By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or the base Security Forces.

Patron Initials: _____

CLEANLINESS AND SAFETY

In order to keep the Vandenberg AFB FamCamp free and clear of unsightly and unsafe sites, we are reminding patrons of our cleanliness and safety policies:

- Sites must be free of all trash, trash containers and trash bags
- Trash must be disposed of in one of the three designated trash areas
- Storage containers/units are not authorized in the FamCamp unless it is temporary and fits under the motor home, trailer, or vehicle-No bags of any kind are to be used as storage containers
- Pet waste must be cleaned up and disposed of immediately in sealed trash receptacles
- All property must stay within your site and may not overflow into other sites even if unoccupied
- Your site must remain clean and tidy for the duration of your stay
- Clutter and decorations must be kept to a minimum to ensure safe grounds maintenance and to keep the facility aesthetically pleasing
- No vehicle or RV/trailer washing of any kind
- No vehicle maintenance of any kind. The base Auto Hobby shop is open on Saturdays from 0900-1700.
- Do not feed wild animals or leave food accessible to wild animals
- Patrons are to report any safety discrepancies to the staff or camp host
- Campers must monitor use of outdoor grills and fire department approved enclosed fire pits; ensure no open fires, other than in fire rings provided in the tent area

Failure to follow the above rules will result in action up to and including loss of FamCamp privileges. By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or the base Security Forces.

Patron Initials: _____

PAYMENT/LATE PAYMENTS

- All space rentals are **PREPAY ONLY**, you must pay before you can stay
- Write down your due out date-on that date you must either vacate your space or make a payment by 1100
- Late departures, unless pre-approved by management, will incur an additional full day's rent
- Payments can be made during regular business hours: Mon-Fri 0800-1700
- After hours payments can be left in the night deposit box located in front of the business office
- Payments may be made by phone during normal business hours by calling 1-805-606-8579
- **LATE FEE:** For every day late you will be charged **DOUBLE**.
 - Example: If you are 2 days late you are charged 4 days rent.
 - The only exception to this is if your out-date falls on a weekend. You may pay on the Friday before or the Monday after without incurring any additional fees.
- Failure to pay **ONE WEEK** after out-date will result in immediate removal from the FAM Camp and/or base Security Forces being contacted.
- Failure to pay on time on **3 separate occasions** will result in immediate removal from the FAM Camp and/or base Security Forces being contacted.

#1 Late Payment Date: _____ Staff Initial: _____

#2 Late Payment Date: _____ Staff Initial: _____

#3 Late Payment Date: _____ Staff Initial: _____

Failure to follow the above rules will result in action up to and including loss of FamCamp privileges. By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or the base Security Forces.

Patron Initials: _____

VIOLATIONS AND CONSEQUENCES

As per OI 34-110 section 6.8, our consequences and violations policy is as follows:

A first violation of FamCamp rules will result in a warning and will be noted on the patron's file.

The second violation will result in a face to face discussion about the act in question with a written report of the discussion on file.

The third violation will result in an eviction from the campgrounds for 30 days. (Every violation following will result in immediate eviction for no less than 30 days and may result in permanent eviction)

Patrons will be notified of all rules and regulations upon check in and will be held accountable for any violations. A copy of OI 34-110 will be available at the FamCamp office during normal business hours. By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or Security Forces.

Patron Initials: _____

PET POLICY

- There is a **THREE PET LIMIT** for all RV patrons
- No pets are allowed in the tent camping area
- A copy of pet vaccinations must be supplied upon check-in for each pet
- Pick up after your pet and dispose of waste in covered garbage cans or dumpsters
- Pets must be on a leash at all times. Keep leashes no more than eight feet in length
- A temporary pen can be set up but cannot exceed 36" in height and 6' x 8' in diameter
- Temporary pens must be set up within the owners RV site and be visible at all times
- Pets must remain in the RV when the owner is not present
- Pets cannot be left in RVs unattended for more than two hours
- Pets cannot be tied up or kenneled outside and left unattended
- Pets are not allowed in any FamCamp building
- Pets cannot be vicious (incidents that involve biting animals will be reported to Security Forces and result in immediate removal from the FamCamp facility)
- Excessive or constant barking, howling, baying, yipping, etc, is not allowed. You must find a way to prevent your pets from being excessively noisy.

Failure to follow the above rules will result in action up to, and including, loss of FamCamp privileges. By initialing and acknowledging this notice, you hereby agree to comply with all policies and agree to follow the directions of FamCamp personnel, camp hosts and/or the Security Forces.

Patron Initials: _____

GUEST REGISTRATION

As per O.I. 34-110 section 4:

“4.2.1. Campers may not make a reservation in another sponsor's name to circumvent the 180 day period. Married individuals or persons residing together will be counted as one 180 day period and both must vacate for the required 185 day period.”

“4.5 Active duty, retirees, DOD/NAF employees are permitted to sponsor overnight guests and family members for a maximum of 14 days. If the campground is at 90 percent or less occupancy, sponsors may extend on a weekly basis up to a maximum of 60 days from the initial check-in date. Sponsors must accompany their guests and family members at time of check-in and must complete a sponsorship letter. The sponsor will be responsible for their conduct per AFI 34-101, AF MWR Programs and Use Eligibility.”

All RV site campers must provide a copy of vehicle registration and some form of photo ID for all guests staying inside the RV/Trailer/5th Wheel/etc. This will be documented in the patrons file in order to ensure all patrons are following our length of stay policy and not exceeding the 180 day limit.

Number of Guests (Anyone other than yourself): _____

Name of Guest(s): _____

By signing I acknowledge that all current and future guests using the site are identified and will comply with all components in section 4 of the FAMCAMP O.I. sponsorship/length of stay policy.

Patron Signature: _____

Sponsored Guest Signature (if applicable): _____

NOTICE OF MANDATORY EVACUATION POLICY

The Air force conducts hazardous operations/missions on the Vandenberg AFB Airfield on an as needed basis. Occasionally, for such an event, our FAMCAMP will be subject to a mandatory evacuation order for the safety of our patrons. **The mandatory evacuation is of personnel and vehicles.** Earliest possible notification will be given before the evacuation order is given but it could be short notice and would require the immediate vacating of the facility. The FAMCAMP evacuation period would depend on the situation; in most cases we anticipate the duration to be 3 to 5 hours. However, some missions could require the facility to remain closed for longer periods. If evacuation is mandated, to ensure personnel accountability, we ask that you inform Outdoor Recreation (606-5908) that you have left and we will put you on a “call list” for notification once we are given an “all clear” to return. We apologize for any inconvenience this may cause, but the safety of our patrons and the mission needs of Vandenberg Air Force Base are our paramount concern.

By signing and acknowledging this notice you hereby agree to comply with any evacuation order and to follow the directions of FAMCAMP personnel, Camp Host, and/ or the Base Security Forces.

Signature, Date, and Space # _____

VANDENBERG FAMCAMP HOLD HARMLESS AGREEMENT

The undersigned, as a precondition for permission to use the VAFB FAMCAMP, do hereby expressly agree to indemnify the U.S. Government, any of its agencies, and /or the FAMCAMP, its officers and directors, against all suits, actions claims, cost, or demands for death, personal injury or property damage proximately caused my use of facilities. Further, on behalf of myself, my heirs, agents, successors, executors, administrators, and assigns, I release, waive, discharge, and covenant not to sue the U.S. Government, any of its agencies, the VAFB FAMCAMP, its officers, directors, employees from and for any and all liability to me, my heirs, agents, successors, executor, administrators, and assigns for any injury to my person, damage to my property, or death, while I am using the facilities of the VAFB FAMCAMP facilities.

Applicant's Signature: _____

Date: _____