



Training Center Petaluma

RV Storage Lot Rules and Guidelines

1. **PURPOSE:** To inform owners about the storage program at US Coast Guard Training Center Petaluma.
2. **ELIGIBLE PATRONS:** Active duty military, DOD civilians,- retirees, and all MWR eligible patrons in the local area. Local is defined as 100 mile radius of TRACEN.
 - a. **Priority of Users:**
 1. TRACEN Housing Residents
 2. Active Duty TRACEN Personnel
 3. Active Duty TRACEN Area, STA Bodega Bay, and CGC SOCKEYE
 4. TRACEN Permanent Party Civilian
 5. Active Duty outside TRACEN area as defined above.
 6. Retired Coast Guard/DOD
 7. TRACEN Contractor
3. **STORAGE FEES:** The storage fees for the front storage lot (vehicles under 25 feet) and -back lot (vehicles 25 feet and over) will be processed monthly via auto payment. The rate will be reviewed annually and posted on the Petaluma MWR webpage.
 - a. Customers shall pay their storage fees monthly; monthly payments are due on the first day of each month. A late fee of \$10.00 per week will be assessed on any monthly payment that is more than five days past due.
 - b. Owners awaiting space will move their vehicle to their identified spot within one week upon notice from MWR.
4. **LOT ACCESS:** Access is 24 hours a day, 7 days a week.
5. **ABANDONED PERSONAL PROPERTY:** In accordance with Personal Property Management Manual, COMDTINST M4500.5D; CA Vehicle Code Section 22651; and Under 41 CFR 102-36.325: Property currently in storage with expired tags or fees 30 days past due will be considered abandoned by TRACEN Petaluma Morale, Well-Being and Recreation (MWR). MWR will execute the process to obtain the title and will direct the abandoned property be towed off premises. The personal property will be returned to the customer upon full payment of fees and charges owed, if it has not been disposed of and the patron may be denied future requests.

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6. ELIGIBLE VEHICLES:

a. Trailers, camper trailers, motor homes, RV vans, fifth wheels and trucks pulling them, pick-up campers, and boats may be stored. Proof of ownership, current state registration, and current insurance are required for storage. Owners must maintain current insurance and current state registration while vehicle is in storage. All eligible vehicles must be registered and owned by the individual wishing to utilize storage. Under no circumstances will another individual be allowed to rent a slot for another person or a vehicle/trailer which is not titled to the renting patron.

b. Registrants are required to comply with all federal regulations concerning equipment requirements and standards. All RVs and boats in the RV lots are subject to spot inspections by the Training Center Petaluma MWR Staff and Coast Guard Police Department (CGPD.) Privately owned vehicles (POV) are not allowed with the exceptions of vehicles on trailers and vehicles stored while the RV is in use. All vehicles must maintain current insurance and registration, a fee of \$10 per week per document will be charged for overdue documents.

c. Owners must maintain their storage area in good order and appearance. Storage areas that are not maintained will be subject to losing rental privilege from the RV Lot. Portable personal property or loose equipment should be removed to prevent loss by theft. The Training Center Petaluma MWR reserves the right to deny storage to persons with inoperable or non-sea/roadworthy boats/vehicles, uninsured boats/vehicles, and boats/vehicles in poor appearance and/or poor condition.

d. Training Center Petaluma MWR staff reserves the right, for any reason, to request the occupants of the RV storage areas to vacate the storage area. The staff will give a reasonable notification time of two weeks for any activities that would require occupants to remove their vehicle from the storage area. In rare occasions that require immediate action, the MWR staff reserves the right to give shorter notification time frames. Failure to remove your vehicle from the storage areas in these instances will result in the owners assuming full responsibility and liability for any damages their vehicle sustains during this time, and any associated towing and impound fees incurred.

7. MECHANICAL WORK: Performance of any mechanical work on your RV/boat while it is located in the RV lot is prohibited. Dumping/draining of any fluids or sewage on the ground is strictly prohibited.

8. SPACE ASSIGNMENTS: Space assignments are limited to 1 per family. Parking in a space not assigned to your RV/boat, or failure to comply with rules will result in removal from space at owner's expense. Patrons are encouraged to identify their spaces as "occupied" when temporarily removing RVs or boat from the lot. Under no circumstances are patrons authorized to stow RVs or boats in any spot not assigned to them.

9. MOVING/VACATING: Patrons must notify Training Center Petaluma MWR at least two weeks in advance to schedule a "checkout" appointment and pay any fees due when vacating the storage lot. Failure to comply may result in continued billing. Fees and assessments will accrue until the patron settles the dues. Patrons will be responsible for removing all trash, debris and other items from their assigned spot. An additional cleaning fee may be authorized.

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10. In consideration (or in exchange) for being permitted to utilize the Training Center Petaluma MWR RV Storage lot, you hereby release TRACEN Morale, Well-Being and Recreation and the United States Government from any liabilities or claims which result from theft or vandalism during use of the RV storage facility. You also agree that you will never prosecute or in any way aid in prosecuting any demand, claim or suit against the Morale, Well-Being and Recreation or the United States Government for any loss or damage to your property that may occur as a result of theft or vandalism during your use of the provided lot for RV/Boat storage.

11. You will need to maintain appropriate registration and insurance coverage on your RV/Boat (and its contents) in order to protect yourself against any risk. Otherwise, you are to self-insure and assume the risks involved.

12. You may be held liable for any damage or loss to MWR or the United States Government that is caused by your negligence, willful misconduct or fraud. Violations to the rules stated in this SOP will be subject to immediate property removal from the Training Center Petaluma MWR Storage Lot and impounding at the owner's expense.

13. WHERE TO REGISTER AND PAY FEES: Registration and payments may be made at the MWR Ticket, Lodging, and Reservations Office (TLR) located in building 250 (The HUB), over the phone at 707-765-7341, or through email at MWR@uscg.mil.

a. Payments can be made with credit or debit cards and must be added to auto-payment.

b. Contracts shall be signed and returned to the TLR on an annual basis before 1 Feb.

c. REFUNDS: In order to receive a prorated monthly rate, 30 days advance notice is required. Refunds will be prorated accordingly and at the discretion of the Recreation and Lodging Manager. If a patron fails to provide 30-days notice, they may not be authorized to receive a prorated rate.

Outdoor Recreation Personal Property Storage Rules:

I have read and received a copy of the RV Storage lot Rules and Guidelines of the Training Center Petaluma MWR RV Storage Lot

Please Sign and Return with Registration page

Patron Signature _____

Date: _____