

Recreation Vehicle (RV) Storage Area.

1. General. The RV Storage Areas have been established to store recreational vehicles in a secure location at the TRACEN. Since TRACEN Housing regulations restrict the storage of recreation vehicles and camper tops in housing, the anticipated users of the RV storage areas will be patrons living on the TRACEN. However, all eligible MWR patrons may use the RV Storage Areas. RV includes automobiles, motor homes, campers, boats, trailers, and other utility vehicles. Canopies are not permitted.

2. Priority of Authorized Users. Users of the RV Storage Areas are grouped into categories to assign priority of use because there are limited spaces available to meet the demand for storage of recreation vehicles. TRACEN housing regulations restrict the storage of RVs and canopies, thus TRACEN housing residents will be given a higher priority:
 - 1) TRACEN Housing Resident
 - 2) Active Duty TRACEN
 - 3) Active Duty TRACEN Area, STA Bodega Bay and CGC SOCKEYE
 - 4) TRACEN Permanent Party Civilian
 - 5) Active Duty outside TRACEN Area
 - 6) Retired Coast Guard/DOD
 - 7) TRACEN Contractor

3. Policies and Procedures.
 - a. Personnel desiring to utilize the RV Storage Areas must report to the MWR Ticket Office at Building 250 to complete the RV Storage Registration Form and provide required documents. In addition to furnishing the required information, registrants must read and acknowledge the section titled "Certificate of Ownership and Storage Space Agreement" prior to signing the form. MWR Office personnel will maintain this form on file. Personnel may only store one RV within the RV Storage Areas, however, if space is available and there is not a waiting list, personnel may, on a month to month basis, store more than one vehicle. Once a waiting list is established, personnel with more than one RV in storage will be issued a notice to vacate one of the storage spaces within 30 days.
 - b. Personnel must provide proof of ownership, current vehicle registration and proof of insurance for their RV, if applicable.
 - c. After the requesting individual completes the required information on the RV Storage Registration Form, MWR personnel will complete the registration form by assigning a space number, collecting the storage fee, signing and dating the form. MWR personnel will notify the Base Police Department of new registrations.

- d. All vehicles stored must maintain current registration, if applicable.
- e. Owners must maintain the space they are registered to (i.e. clean space of all debris and weeds.)
- f. Owners should make periodical checks of their space for cleanliness.
- g. Trucks, automobiles, and motorcycles may be stored, on a temporary basis, in the RV Storage Area with the approval of the MWR Director if there is space available and there is no waiting list. Once a waiting list is established, trucks, automobiles and motorcycles must be removed from the RV Storage Area upon notice of removal within 30 days.
- h. Storage of Hazardous Materials (i.e. oil, gas, batteries, paint, etc.) in the RV Storage Area is strictly prohibited.
- i. Items must be stored within the lines of the assigned space and no items are allowed to lean, touch or hang on the fence.
- j. No RV units over 40 feet long will be allowed in the RV Storage Areas.
- k. Camper shells are authorized storage in the 15' spaces and can be stored in 35' or 40' spaces with another RV.
- l. Annual and semi-annual payments are due by the 10th day of the month prior to the end of the lease. Monthly payments are due on the 10th day of each month for the following month.
- m. Payments made after the 10th of the month will have a \$5.00 late fee imposed. If payment and late fees for any month is not paid by the 1st of the following month, an additional late fee of \$10 will be imposed, a notice to remove your RV will be issued, and you will have 5 days to vacate your space in the RV Storage Area or pay current all fees due. Failure to vacate your space or pay current all fees within the 5 days will cause the initiation of formal abandonment procedures as specified by the State of California Vehicle Codes.
- n. Permanent change of station, discharge from the service, resale of the RV (without replacement) or failure to comply with storage regulations as stated above will result in termination of the assigned space.
- o. Prepaid storage fees will be refunded only upon proof of PCS, or proof of sale. Refunds will be based on the number of remaining full months for which payment has been made.