

FAMILY, MORALE, WELFARE & RECREATION

STANDING OPERATING PROCEDURE

TEMPORARY SEASONAL RECREATIONAL VEHICLE STORAGE

1. GENERAL.

a. USAG-West Point has mandated that D lot, adjacent to Michie Stadium, be permanently off limits to all types of privately owned vehicle (POV) boat, trailer or travel type recreational vehicle (RV) storage and overnight parking. Family, Morale, Welfare and Recreation (FMWR) Outdoor Recreation (ODR) has established a temporary storage solution for these vehicles.

b. Various parking areas along Ordnance Road from Hazmat, building 1238 to the PX, building 1204 and the bus parking lot below the 5 Star Inn on West Point Highway are available to accept vehicle storage needs. Parking spaces are individually identified numerically by space number and maximum size vehicle it is capable of accommodating on a sign post at the rear of each parking space on Ordnance Road and on the curb at the rear of each parking space in the bus parking lot.

c. Space sizes include approximately a 10' buffer from the roads edge for snowplowing. Signage is displayed at the entrance to Ordnance Road and the bus parking lot stating RV storage or overnight parking by permit only to include phone numbers of ODR.

2. ELIGIBILITY. Use of these parking spaces is available only to West Point residents and their registered vehicles thru the Directorate of Emergency Services (DES). Requests for special exception must be submitted in writing to ODR. Requests will be approved/disapproved by Deputy Garrison Commander. Reservations will be on a first come, first serve basis. Spaces are limited to one per family (unless availability allows for more).

3. FEES/REQUIRMENTS. Storage spaces and corresponding fees are categorized as follows:
Ordnance Road (Lots #1-5 behind the Stony Fire Station)

Ordnance Rd: 20' and under \$15 per month (\$165/year if paid in advance)

Ordnance Rd: 21' - 30' \$20/month (\$220/year if paid in advance)

South Post (Lot #6 below the 5 Star Inn)

South Post: 40' and up \$25/month (\$275/year if paid in advance)

Refunds will be honored for the number of paid days remaining upon vacating an assigned space. The fee per day is doubled when payment is not made by the due date. ODR reserves the right to have vehicles towed after a period of 15 days nonpayment.

4. PROCEDURES. ODR administers the RV parking process to include:

- a. Accepting registrations in person at Round Pond Admin, building 1348 approx 15 Mar thru 15 Nov and at the Ski Admin, building 732 approx 16 Nov thru 14 Mar annually. Hours of operation will posted on the FMWR website:
<http://www.westpointmwr.com/ACTIVITY/OUTDOOR>
- b. Required Forms: Recreational Vehicle Registration and Hold Harmless Agreement
- c. Verifying eligibility, collection of fees, maintaining vehicle/owner information via contract, administering refund requests and coordinating removal of unpaid vehicles
- d. Physically administering a visual vehicle registration, verification and inspection check weekly
- e. Maintaining all parking spaces of debris, vegetation and signage.
- f. Road maintenance and snow plowing is the responsibility of the Directorate of Public Works (DPW)
- g. Vehicle owners with delinquent parking fees will be notified to make payment or risk being towed at their expense
- h. ODR may notify DES for removal after 15 calendar days of non-payment

5. RESPONSIBILITIES.

- a. ODR assumes no liability for damage or theft to registered vehicles. All storage users are required to sign a Hold Harmless Agreement.
- b. All vehicles must maintain current insurance, registrations, and West Point decals at all times.
- c. Vehicle owners are responsible for maintaining their parking space free of owner generated trash. Mechanical work on vehicles in the parking spaces is prohibited.

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