



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

IMML-MWR

24 August 2016

RECREATION DIVISION
STANDING OPERATING PROCEDURES (SOP)

Recreation Vehicle Storage

1. PURPOSE. To provide policy and procedures in the operation of Recreational Vehicle Storage Areas at Morgan Farm.
2. OBJECTIVE. To ensure Recreation Division staff and patrons understand the operation of the Recreation Vehicle Storage Areas.
3. SCOPE. This SOP applies to all employees Recreation Division and patrons utilizing the Recreation Vehicle Storage Areas. This SOP does not apply to the operation of Recreational Vehicle Storage at Round Pond Outdoor Operation Area.
4. REFERENCES.
 - a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, dated 24 September 2010.
5. BACKGROUND.
 - 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 and Morale, Welfare and Recreation (FMWR), Community Recreation, Morgan Farm has established a temporary storage solution for these vehicles.
 - b. Various parking areas along Ordnance Road from Hazmat, Bldg. 1238 to the Post Exchange (PX), Bldg. 1204 and at Morgan Farm are available for vehicle storage. 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 Morgan Farm
 - c. Space sizes include approximately a ten inch buffer from the roads edge for snowplowing. Signage is displayed at the entrance to Ordnance Road and entrance to

Morgan Farm storage stating overnight parking of RV's registered thru MWR/Morgan Farm only with phone numbers of MWR/Morgan Farm.

d. Additional spaces for Winter and Summer Seasonal Storage are available at Round Pond Outdoor Recreation Area and are covered by Round Pond's SOP.

6. ELIGIBILITY.

a. Registration and occupancy of these RV storage spaces is available on a first come first serve basis to West Point residents followed by Full Time Active Duty Military, Retired Military, DoD Employees living off post on a space available basis. In the event all spaces are filled, Active Duty Military, Retired Military/ DoD Employees living off post may be asked to leave, upon 30 days notice, beginning with most recent registration to accommodate any on post residents.

b. All vehicles occupying a space designated for temporary storage must be registered to, and owned by the person(s), registered to the space.

c. Any number of vehicles may be parked/stored in a designated space, providing the combined total linear length does not exceed the determined length of the storage space.

d. Class A, B and C motor homes must be registered thru the Directorate of Emergency Services (DES) and have a DES 6 digit sticker displayed on the vehicle as well as a license plate issued by a state Motor Vehicle office. All other trailers are not required to have a DES decal, but the vehicle used to tow the trailer is required to be licensed.

e. Special exception requests for occupancy/storage will be submitted to MWR/Morgan Farm and forwarded to the Deputy Garrison Commander for approval/disapproval.

7. FEE SCHEDULE.

a. Storage spaces and corresponding fees are categorized as follows: As of 1 October 2016 the new storage rates will apply to all lots

	Month	Year
20' and under	\$38	\$410
21' - 30'	\$43	\$464
31' and up	\$48	\$518

b. Payments by Visa or MasterCard can be taken over the phone. Payments by check or money order are to be made out to "IMWRF."

c. Failure to make payment(s) on time will result in cancellation and action to impound the vehicle/item at the owner's expense. In the event of a cancellation by Lessee prior to reservation end date, the remaining balance will be refunded in full.

d. The late fee doubles each day that payment is not made by the due date.

e. FMWR/Morgan Farm reserves the right to have vehicles towed after a period of 15 days non-payment.

8. PROCEDURES.

a. Morgan Farm operates the Recreational Vehicle Storage Areas.

b. Registrations are accepted in person at Morgan Farms, Bldg. 2024 year round. Contact Number, 845-938-3926. Hours of operation will posted on the FMWR Morgan Farm website: <http://www.westpointmwr.com/morgan/index.htm>

c. Required Forms: Recreational Vehicle Registration, Hold Harmless Agreement and a copy of the trailer / RV registration if your home state requires it.

d. Verifying eligibility, collection of fees, maintaining vehicle/owner information via contract, administering refund requests and coordinating removal of unpaid vehicles.

e. Physically administering a visual vehicle registration, verification and inspection check weekly.

f. Maintaining all parking spaces of debris, vegetation and signage.

g. Road maintenance and snow plowing is the responsibility of the Directorate of Public Works (DPW).

h. Vehicle owners with delinquent parking fees will be notified to make payment or risk being towed at their expense.

i. MWR/Morgan Farm may notify DES for removal after 15 calendar days of non-payment.

9. RESPONSIBILITIES:

a. FMWR/Morgan Farm 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. Class A, B and C motor homes must display West Point decals at all times. Bumper pull and 5th wheel or "gooseneck" trailers are not required to have DES decals.

IMML-MWR

SOP: Recruitment of Fitness Instructors and Selection of Course Offerings

Vehicle owners are responsible for maintaining their parking space free of owner generated trash. Mechanical work on vehicles in the parking spaces is prohibited.

Notify Morgan Farm when vehicle is permanently removed from storage.

A handwritten signature in black ink, appearing to read 'Maura DuMoulin', with a stylized, cursive script.

MAURA DuMOULIN
Director of Family and Morale,
Welfare and Recreation

Enclosure