MASTER FILE

DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:
NAVPHIBASELCREEKINST 11106.12E
N01MWR
13 May 99

NAVPHIBASELCREEK INSTRUCTION 11106.12E

Subj: POLICY AND PROCEDURES CONCERNING STOWAGE OF RECREATIONAL CAMPERS, BOATS, AND ASSOCIATED TRAILERS

Encl: (1) Request for Storage of Recreational Vehicle at NAVPHIBASE LCREEK

1. Purpose. To promulgate policy and information on the operation of recreational storage for campers, boats, and associated trailers at Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 11106.12D is hereby cancelled and superceded.

3. Background. NAVPHIBASE LCREEK offers stowage space for recreational vehicles, boats, campers, and trailers for those personnel who desire such stowage as a convenience or necessity. The stowage area is a fenced and locked area with frequent security patrols.

4. Eligibility. Military personnel, both active and retired, are eligible with priority going to active duty personnel residing in NAVPHIBASE LCREEK housing. There is a quarterly fee for each parking space in order to defray labor cost of the stowage area. This recreational stowage is intended for those who will frequently be using their stored item and desire continuous stowage of seven (7) days or more.

5. Operation. The stowage area is under the cognizance of the NAVPHIBASE LCREEK Morale, Welfare, and Recreation (MWR) Storefront Manager. Hours of operation are as follows:

Winter Hours (October-April)		Summer Hours (May-September)	
Monday - Friday	0800-1600	Monday - Friday	0700-1800
Saturday - Sunday	0800-1600	Saturday - Sunday	0600-1800
Holidays	0800-1600	Holidays	0600-1800
Christmas	Closed		

Enclosure (1) will be used to request utilization of the storage area and can be obtained from the MWR Marina Manager at the time of registration.

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Vehicles removed from the storage area prior to the date of use will be parked in the Marina Store parking lot if the owner does not intend to remove the vehicle immediately from NAVPHIBASE LCREEK property. Upon arrival at, or return to, NAVPHIBASE LCREEK outside normal storage operating hours, the stowed item will be parked in the Marina Store parking lot and moved to the storage area the following morning.

6. Regulations Governing Use of Stowage Areas. The MWR Office will be responsible for ensuring that the below requirements are met prior to assigning stowage for campers, boats, and associated trailers:

a. That personnel requesting stowage are eligible in accordance with paragraph 4 above.

b. Applicants have completed and signed enclosure (1).

7. Patrons Responsibilities for Storage Areas. Patrons utilizing storage areas will be responsible for the following:

a. Recreational vehicles will be in good working order (i.e., hitches, tires, lights, etc.) and are registered and inspected as required by state regulations.

b. All personal effects and portable equipment have been removed.

c. Campers are kept locked.

d. All vehicle wheels will be blocked to prevent movement of the vehicles.

e. The security and safety of the stored item is the responsibility of the owner. The U.S. Navy shall not be liable for loss or damage to any stored item or the contents thereof, caused by fire, theft, weather, collision, vandalism, or other causes.

W. C. WRIGHT, Sr.

Distribution:
NAVPHIBASELCREEKREGPUBSAFETYINST 5216.2P
List IA, IC, ID- Case A
List II
List III
Morale, Welfare, and Recreation - (20 copies)

Stocked by:
Commanding Officer
2600 Tarawa Court, Suite 100
Naval Amphibious Base Little Creek
Norfolk, VA 23521-3297

REQUEST FOR STORAGE OF RECREATIONAL VEHICLE AT NAVPHIBASE LCREEK

To: Commanding Officer, Naval Amphibious Base Little Creek

Subj: REQUEST FOR STORAGE OF PRIVATELY OWNED RECREATIONAL VEHICLE(S) ONBOARD NAVPHIBASE LCREEK

Ref: (a) NAVPHIBASELCREEKINST 11106.12 (Series)

1. I hereby request permission to store my recreational vehicle at NAVPHIBASE LCREEK.

2. Below required information is provided.

a. Name of Owner _____

b. Type of Vehicle (Boat/Camper etc.) _____

c. Description of Vehicle (Color) _____

d. Year, Make, and Length _____

e. License No. or Serial No. _____

f. Boat Bow No. _____

g. Boats with outdoor motors

Year _____ HP _____ Make _____

h. Unit and Duty Station: _____

i. Home Address: _____

j. Telephone Numbers: (Home) _____ (Work) _____

3. I understand that if authorized to stow my recreational vehicle(s) in the area designated, which is an enclosed compound, that I do so **at my own risk**, and will not hold NAVPHIBASE LCREEK, the Department of the Navy, or the Morale, Welfare, and Recreation Storefront Office liable for any loss or damage to my recreational vehicle(s) while it is so stowed, including damage or loss due to fire, theft, vandalism, weather, collision, or other such cases. I understand that this vehicle will be stowed or checked out during the hours specified in reference (a).

4. I understand all recreational vehicles must be maintained in good working order (i.e., hitches, tires, lights, license plates, boat hull number, etc.). All vehicle tires will be blocked to prevent any movement. All recreational vehicles shall be

identified with **name or telephone numbers**. I have been advised that for my protection I should have theft and fire insurance coverage on my recreational vehicles(s).

5. I understand I have been informed that if I am granted permission to use this area for storage, and if I fail to comply with registration requirements, my recreational vehicle(s) will be towed off base and I am liable for associated costs incurred.

6. I understand I have been assigned space number_____. My recreational vehicle(s) will be stowed properly within the space(s) assigned.

7. I understand a storage fee of _____is due by the 10th of each quarter. **NOTIFICATION OF PAYMENT WILL NOT BE SENT BY MAIL.** Payment in advance (more than one quarter) is acceptable. I further understand that my recreational vehicle(s) will be in the assigned space(s) and that any infractions of the rules may be grounds to remove my recreational vehicle(s) from the storage facility.

8. I understand that I am required to inform NAVPHIBASE LCREEK Marina personnel in person at the time of termination of my storage, and complete the following:

I will terminate storage space #_____on_____of_____.

_____
Signature Rank/Rate SSN

Received:_____
Date/Time Signed