

MWR Vehicle Storage Lot SOP

1. PROCEDURES.

- a. Only an MWR eligible patron as outlined in The MWR Manual may use the vehicle storage lots.
 - 1) Patrons who do not reside on Kodiak full time, are required to designate a local POC, who does reside on Kodiak full time, who can move or attend to their vehicle when necessary. It is the patron's responsibility to update this POC if it shifts throughout the year. Failure to have a local POC available in the event MWR needs a vehicle moved or attended to, will result in disciplinary action.
- b. Contracts for a storage space are good until 31 May, annually. Patrons will be required to sign a Certification of Financial Responsibility and Liability Release as part of the application process.
 - 1) At the discretion of MWR staff, any vehicle in poor condition will not be allowed into the storage lot. All vehicles will be inspected by an MWR representative prior to assignment of space.
 - 2) Once an application is submitted, MWR staff will review the application and determine the appropriate fees and payment. See Paragraph 1.h for more details. Patrons are required to show proof of their status.
 - 3) Patrons will be required to bring proof of ownership, license, registration and insurance to the Boat House, during open hours, for validation. Only validated items are authorized to be parked in the vehicle storage lots.
 - a) Items that are stored on a trailer do not have to be insured so long as the trailer is insured or is covered by the towing vehicle's existing insurance. Items that are not insured separately from the trailer cannot be removed from the trailer while on Federal property.
 - b) At a minimum, insurance must meet the state of Alaska mandatory insurance levels: liability coverage in the amount of \$50,000/\$100,000 for bodily injury or death, \$25,000 for property damage.
 - c) The State of Alaska issues registration for passenger vehicles, trucks, buses, vans, motorhomes, motorcycles, boats, ATVs, snowmachines and trailers. These items will not be accepted into the vehicle storage lots without valid registration, unless they are on a trailer with a valid registration.
 - d) Validation of current registration and insurance will be required annually.
 - 4) Patrons must present their vehicle for inspection by an MWR staff member. After the

inspection and validation of paperwork, patrons will be assigned a storage space.

- c. Space availability is prioritized in accordance with reference (a). Active-duty members will be given priority for spaces. Due to assignments and transfers, space occupancy will be reviewed annually.
 - 1) Patrons may be authorized more than 1 spot, depending on available space. This will be decided on a case-by-case basis and is subject to reconsideration annually.
 - 2) Each storage spot is only authorized to hold one vehicle item at a time (A patron may store as many items as can be safely stored in/on a trailer). Patrons wanting to store more than one vehicle in the lot, will need to hold more than one storage spot or rotate their items. If items are rotated it is the patron's responsibility to ensure MWR has validated the paperwork on all items that will share the space. Storing an unauthorized item in a spot will result in the disciplinary actions listed in paragraph 8.i.
- d. Only patrons who have paid their fees are authorized to park vehicles in the vehicle storage lots. Patrons are only authorized to park VALIDATED vehicles in THEIR designated space.
 - 1) Patrons with non-validated vehicles or items in their spot are subject to disciplinary actions.
 - 2) Items found in storage spots that are not currently being paid for, are subject to disciplinary actions.
- e. All items stored in the storage lots must meet the following aesthetic and safety requirements:
 - 1) Vehicles may not leak oil, gas, or other fluids. If a spill of hazardous materials or toxic substances is observed, Base Environmental must be notified.
 - 2) No gasoline, oil, or other HAZMAT may be stored in the storage space.
 - 3) Vehicles must be fully operational, capable of being moved within 24 hours of request, by their own power, trailer, or standard tow, and not unsightly. Maintenance and routine mechanical work will not be performed within the lot confines, except changing of a flat tire or replacement of a battery. Vehicles on jacks, blocks, or any other temporary lifting device are prohibited. An owner may jack his/her vehicle for emergency tire maintenance, but they must always be present in the space while the vehicle is on the jack. Flat tires and abandoned, derelict property are prohibited.
 - 4) Due to the high winds experienced throughout the year, any gear on a vehicle and open to the elements is required to be tied down and secured, for the safety of all property owners. No gear may be stowed outside of the vehicle or on the ground in

the storage spot. MWR staff have the authority to remove gear that poses a threat to other patrons' property or is a violation of this section. In the event MWR removes a patron's gear, that patron will be contacted and informed of the recovery process.

- 5) Covers and tarps are required to be in good repair. Torn and ripped covers are not authorized.
 - 6) Vehicles and gear stowed in open trailers must be tidy.
 - 7) Patrons violating these aesthetic and safety requirements are subject to disciplinary actions.
- f. Due to physical security protocols, only paying customers will be given the access codes to the storage lots. These codes may change, in which case they will be emailed out to customers who are up to date with their payments. It is the patron's responsibility to ensure MWR has accurate contact information. Patrons are NOT to share the code with any other individual (except those with a local POC responsible for moving their vehicle, and they are only authorized to share the code with those individuals). Patrons caught sharing codes are subject to disciplinary actions.
- g. Patrons are responsible for their own items and damage caused to another patron's items, due to their negligence.
- h. Fees and Payment.
- 1) Pricing is tiered based on the patron's status and the size of the vehicle:
 - Tier 1: Active-Duty Uniformed Service Members residing in Kodiak.
 - Tier 2: Base Kodiak permanent party civilian employees (GS, WG, CGES, NAF)
 - Tier 3: Uniformed Service Members (active or reserve) assigned outside Kodiak
 - Tier 4: USCG/DoD retired, Base Kodiak contractors, Veterans

Vehicle Storage Lot Fees		
	Annual	Monthly
Tier 1	\$100	\$20
Tier 2	\$200	\$30
Tier 3	\$300	\$50
Tier 4	\$400	\$60

- 2) Fees will be paid via MWR's online platform. Patrons are required to be enrolled in an automatic payment program to use the vehicle storage lots.
- 3) Patrons will be assessed a \$10/month late fee if payments are not made on time.