



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

673rd Force Support Squadron, Community Services Flight
Outdoor Recreation Program
Recreational Vehicle (RV) Storage Lot Guidelines

1. The JBER-E and JBER-R Outdoor Recreation Director's will ensure compliance of these guidelines for the RV Storage Lots under their direct supervision.
2. Eligibility for the use of the RV Storage Lot will be as defined in AFI 34-0262, *Services Programs and Use Eligibility*. Outdoor Recreation Center Manager has the authority and responsibility to restrict the use of the RV Storage Lot.
3. The RV Storage Lot is for the storage of automobiles, motorcycles, boats and recreational vehicles including camper-trailers, slide-in campers, motor homes, all-terrain vehicles and jet skies/snowmobiles hereinafter referred to as "vehicles". Storage fees are based on the storage fee per liner foot. Payment must be made prior to the expiration of the monthly, quarterly or annual contract. Fees will be prorated as necessary to start or end a contract. If payment is 16 or more days delinquent a late fee of \$25.00 will be assessed when payment is made. Customers more than 60 days delinquent, a certified notification letter regarding the overdue account will be mailed to the last known address on file.
4. The customer will then be given 45 days from the date of the notification letter to either pay their past due balance and continue to do so in accordance with their contract or pay the past due amount in full, collect their vehicle and close out the account. If there is no response from the customer, the vehicle will be turned over to the 673rd FSS Commander as abandoned property and subject to JBER disposal procedures. A local towing company will be given the rights to possess the abandoned property that is being disposed of. The owner is liable for the cost of all towing and impound storage fees.
5. Refund of storage fees will be granted in the event patron should choose to remove their property from storage. Fees will be prorated as necessary to start or end a contract. Customers choosing to terminate storage must notify Outdoor Recreation Center. If Outdoor Recreation Center is not notified, the contracted storage fee will continue to accumulate until the contract is officially terminated by both parties.
6. Vehicles to be stored must be the personal property of the customer. Vehicles stored on the RV Storage Lot are vulnerable to theft, vandalism and other hazards. Customers are advised to maintain private insurance to cover these risks. Without insurance coverage, the customer is considered self-insurer and bars the payment of any claim for personal injury, theft, vandalism or damage to the vehicle. To utilize the RV Storage Lot, the vehicle owner must agree to waive any and all claims against the Outdoor Recreation Center, Community Services Flight, 673rd Force Support Squadron of the United States Air Force, and its agents, for any personal injury, damage or loss to the owner's person, owner's vehicle and/or its contents.
7. If all spaces become filled, a waiting list will NOT be maintained by the personnel of Outdoor Recreation Center for assignment of spaces as they become available. It will be up to the customer to contact Outdoor Recreation Centers for availability.

8. Vehicles must be parked in their assigned storage space at all times. No area will be assumed or exchanged by customers without prior approval from an Outdoor Recreation representative. Vehicles not registered at the Outdoor Recreation Center will not be parked in a storage lot.

9. Customers will keep their assigned storage lot clean and free of other items (i.e. wheels, seats, ropes, parts, etc.) under and around stored vehicles. Removal of snow/road snow berm from the assigned space is the responsibility of the customer. For a \$50.00 service fee per request, the Outdoor Recreation program will coordinate snow removal. Outdoor Recreation Center personnel will conduct weekly inspections of the RV Storage Lot and will contact customer in the event their assigned area needs attention.

10. Customers will secure all windows, doors and attachments. The following items are prohibited and cannot be stored inside, on or around any vehicle stored at the RV Storage Lot: illegal items, food, beverages, explosives, firearms, munitions, flammable liquids/materials (other than UL approved portable marine gas tanks), corrosives, hazardous or toxic materials/waste, animals, people or trash.

11. No vehicles will be allowed to extend beyond the length of the storage lot or otherwise impede traffic flow or access to the lot.

12. The combinations will be change every 6 months (1 May and 1 October) and customers will NOT be notified. The JBER-E RV Storage lot combination may be obtained at the Outdoor Recreation Center at building 7301 Jerstad Ave. during normal duty hours. The JBER-R RV Lot customers will be assigned a unique key card or PIN code for access to their storage area. A fifteen (\$15) charge will occur if a key card needs to be replaced.

13. Customers should ensure the gate is secured when they leave the RV Storage Lot. If there appears to be an issue with the security gate at **Persimmon, Maple, Zeamer, Little Dipper, Northern Lights, Milky Way or Solar Eclipse**, then customers must notify Outdoor Recreation Center, Bldg 7301 at 907-552-2023 during normal duty hours. For gate issues after normal duty hours please call the Security Forces Squadron at 552-3421.

14. Repairs or maintenance will not be performed on vehicles inside the RV Storage Lot except as necessary to facilitate removal (i.e. change tire, jump start, etc.).

15. At the time of registration, the customer will be required to show proof of ownership. Proof of ownership may be accomplished by producing a certificate of legal ownership such as a title or notarized bill of sale. Payment information will NOT be kept on file at the Outdoor Recreation Center. It is the customer's responsibility to pay storage fees when they are due. Outdoor Recreation does not notify customers of their due date.