

Morale, Welfare & Recreation Department
Carr Creek Marina
388 Halligan Road
Naval Support Activity Annapolis, MD
21402-5058
410-293-3731
Manager Brandt Rodey



From: Installation Program Director, Morale, Welfare, and Recreation (MWR)

Subject: Storage of Privately Owned Trailers and R.V.'s in various storage lots

Encl: 1. Carr Creek trailer storage Application
2. Customer Information Form
3. Sample Contract
4. Back Lot Storage Rules
5. SOP and facility rules acknowledgement form

1. Purpose.

This SOP establishes guidance, prescribes procedures and assigns responsibilities governing the use of Morale, Welfare and Recreation Trailer and R.V. Storage Facility.

2. Reference.

CNICINST 1710.11c, section 18-9, Marina Operation.

3. Discussion:

Per reference 1-2, the primary purpose of the storage program is to meet the storage needs of active duty personnel and their family members.

4. PATRON ELEGIBILITY.

The patron eligibility criterion determines access to marina programs and services. Once patron priority is established, use of marina programs is on a first-come / first-served basis. If marina facilities cannot accommodate all authorized patrons, a waitlist will be implemented and offerings will be made based on availability and fitment.

5. PROCEDURES.

- a. All authorized personnel desiring storage services will complete a Carr Creek Marina Storage Application, encl (1) and return it in accordance with instructions to the marina manager, Carr Creek Marina.
- b. Applicants must use a pen/ink or electronic signature to complete the form and ensure it is signed and dated. The marina manager will, on receipt, date stamp the application.
- c. Applicants must keep information on their applications current so that the marina manager can offer slips via email as they become available. A response to the marina manager in writing is required within 3 days of the date of an emailed slip offer.
- d. Within 10 days of the offer date, confirmation of acceptance by signing a slip rental contract is required. Contract is not in effect until compliance with all other prerequisites is met, which are:
 - (1) All information requested in the Customer Information Form is furnished annually.
 - (2) Acknowledgement of SOP and Back Lot Storage Rules is provided
 - (3) Proof of status is shown annually.
 - (4) Current vehicle registration and insurance information as needed.
 - (5) Payment of invoiced space rental annually or monthly billing initiated
- e. Storage applications will be received continuously and a wait list of all applicants will be maintained at Carr Creek Marina so applicants will be able to ascertain their position on the list.
- f. The marina manager will grant personnel on the waiting list who accept the assignment after 30 Sept of each calendar year an additional one year beyond the 30 June expiration date. Example: Expiration date for slips assigned after 30 Sept will be 30 June of the following year (i.e., an “automatic” 21 month rental).
- g. The storage contract full year will run from 01 July to 30 June of the following year. Active Duty personnel may automatically renew their slip contract by making payment for the oncoming year prior to 30 June of that contract year and comply with (d) (1), (3) and (4)
- h. **Storage renewals**
 - a. Will be sent out 2 months prior to renewal date.
 - b. Notice must be given 1 month prior to renewal either accepting or declining the slip.
 - c. All documents must be supplied 15 days before renewal date.
 - d. Failure to comply with steps i(b) and i(c) will be interpreted as not renewing the slip and it will be offered to the next patron on the waitlist
- i. Storage accounts that become delinquent will be managed in accordance with procedures specified in Morale, Welfare and Recreation Department SOP for Marina Contract and Billing Procedures. The marina manager will

document all attempts to notify space occupants in customer files by use of pen/ink and initials.

- j. Contracted storage occupants may terminate their rental agreement at any time with a written signed termination notice to the marina at least thirty days prior to the date of termination. The marina will hold customers responsible for rental charges accrued to their account up to the date the vehicle is removed, or for thirty days after notification, whichever is later.
 - k. Refunds will be made a pro rata basis.
 - l. The fee structure for storage space is based on the overall length of the length of the vehicle.
 - m. The installation Commanding Officer has the authority to cancel or renew all contracts at the convenience of the Navy.
6. This SOP is effective immediately for Carr Creek Marina Vehicle storage. Point of contact in this matter is, Brandt Rodey, Manager Carr Creek Marina, NSA Annapolis. 410-293-3731.

Daniel P. Calhan

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MWR Marina SOP acknowledgement of receiving and acceptance

-I have received the MWR Marinas SOP for the appropriate storage for which I am contracted.

Name(s) _____

Signature(s) _____

Date _____