



OUTDOOR RECREATION RECREATIONAL VEHICLE LOT STORAGE

Lot Location: Adler Avenue, Fort Wainwright, Alaska, 99703

Center Location: 4050 Glass Drive, Fort Wainwright, Alaska, 99703



Lot #: _____ Last Name: _____ Signing Date: _____

VEHICLE STORAGE AGREEMENT

Customer Information

Grade/Rank: _____ Last Name: _____ First Name: _____ Lot# _____ Key#: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Cell Phone: _____ Work Phone: _____ E-Mail: _____
Eligibility Status: Active Duty Military Retired DoD Civilian Contractor
Spouse Name: _____ Spouse Phone Number: _____
Service Branch: _____ Unit/Organization: _____
Unit Address: _____ City: _____ Zip Code: _____
Leadership Name: _____ Leadership Phone Number: _____
(1SGT/CMDR or above)

VEHICLE/PROPERTY INFORMATION

Please fill out for each item. More space can be found on page 9.

*Vehicle Description (The word "vehicle" refers to all authorized stored property and is interchangeable with the word "property.")
Vehicle (four wheels) Motorcycle Double Axle Truck Cab-over RV Camper Truck
Boat w/ Trailer. 5th Wheel Trailer Cargo Hauler/Utility Trailer Camper Trailer
RV under 20ft RV 20 - 35ft RV over 35ft *Length (in feet): ___ (verified by ODR Staff: ___)

NOTE: The length of each vehicle is measure from extreme tip-to-tip. Example: Boats on Trailers will be measured from the tip of the trailer hitch tongue to the extreme tip of the boats motor. Additional Vehicles can be added on page 9.

Vehicle Manufacturer: _____ Model: _____ Year: _____ Plate No: _____ State: _____

Customer acknowledges above information matches vehicle registration.

Remarks: _____

ODR Vehicle Storage Contract Check Out Form

Patron will notify ODR RV Storage staff at least one month prior to vacating Eagles Nest RV Storage Lot in writing or in person at the ODR Center and sign a checkout form. Patron will pay all current and back fees in full. If Patron does not properly check out of the ODR facility, ODR will continue to charge for the full period rental fee and there WILL BE NO REFUNDS provided. Patron will remove all items from Space prior to moving out and return the Space to its original condition. Do not dispose of trash in any ODR receptacle or other Spaces. You must remove your property and trash completely from all of ODR facilities. An authorized ODR staff member shall inspect your space and sign the check-out form to clear you for any additional fees or debris removal. ODR does not pro-rate fees for early returns. If you check out before the 1st of the next month, the fee will be waived. Beyond the 1st of the current month, you will be assessed the entire month for the size of Space occupied.

To be performed by ODR Park Patrol at the time of Patron/Renter checkout

Full Payment Confirmed Vehicle and all property removed Space is clean and free from refuse/hazardous materials

Customer Signature _____ Date ___/___/___

Park Patrol /ODR Signature _____ Date ___/___/___



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Terms and Conditions

1. Term

The term of this Rental Agreement (“Agreement”) shall commence on the ___ day of _____, 20___ (“Commencement Date”). Agreement must be renewed annually. Expiration is 12/31/2026.

2. Fees

RV Storage Lot Fees	Monthly Fees
20ft Space	\$50.00
45ft Space	\$70.00

3. Payment

Patron agrees to make payment on the 5th day of each month for Space/Lot # _____ (“Space”). If agreement is for 12-month period, patron must renew agreement at the end of that agreement. Payments will only be accepted via a visit to the ODR Center or by call in. All monies paid are applied to the oldest outstanding balances first. It is each customer’s and sponsor’s responsibility to make timely payments (see “Late Fees” below). We gladly accept advance payments and strongly encourage patrons going overseas to pay several months or even years in advance. OCONUS orders must pay 1 year in advance. Declined credit cards shall incur a \$10 fee for each failed charge attempt. Refunds are for complete months and are not pro-rated. Prices are subject to change.

4. Late Payment

A \$5.00 fee per day shall be charged to customers for delinquent accounts. Patrons who fail to pay the full monthly fee by the 10th day of the month shall be considered late. After 5 days the fee will lock, and you will owe your monthly fee +\$25.00 for every month you are late. An ODR staff member will provide one courtesy call and/or email to patrons in CONUS after which, the daily late fee shall be added to your monthly fee.

Example: Account three days late on a 40 ft space.

\$70.00(Monthly Fee)
 \$5.00 daily late fee
 \$70+\$15=\$85.00 payment due

If you do not respond with payment by the 15th day of the month, ODR Management shall take the following steps:

- Cancel your gate access code
- Provide one (1) written warning of our intention to take action to have property removed as abandoned IAW Fort Wainwright Policies and Regulations, or begin lien procedures IAW AS 34.35.220, Alaska State Department of Motor Vehicles and U.S. Government Impound
- Collection procedures may include garnishment of pay
- Loss of privileges to use ODR vehicle storage facility and other Outdoor Recreation Programs & Services

If payment is not received after 30 days from the date due, the Fort Wainwright ODR shall impose a per month retroactive late fee (see above) beginning the fifth day of the first month of delinquency. If the customer pays the full balance including late fees and penalties before a lien is issued on the property being stored, a portion of this fee may be waived depending on property disposition and disposal expenses and administrative fees. If ODR assumes a lien on property, charges, fees, and penalties shall not be waived and ODR shall dispose of the property as necessary.



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5. Usage.

No dangerous or illegal items may be stored or kept in the storage space. No person may sleep, cook, reside, operate a business, store chemicals, hazardous materials or materials that may cause a hazard (rags, piles of papers, etc.,) fuels or conduct major repairs in the Space. Patrons may not store or grow any illegal substances or conduct illegal activity on ODR property. Use of this space does not grant Patron permission to use other parts of the premise, property, or grounds adjacent to the rental space. Request for permission of modifications should be provided in writing to ODR. The Patron may not modify, add shelving or make any other changes to Space unless written permission is provided by ODR. These changes are made at the expense of the Patron.

6. Limitation of Liability and Insurance.

ODR does not provide any security and is not responsible for any loss, damages incurred by the Patron during the use of Space. Patron acknowledges that he/she assumes all responsibility for the security of the space, property stored in the Space, and their person while using the Space. Patron further acknowledges that ODR does not insure stored property, and that it is the sole responsibility of the Patron to maintain insurance to cover any loss of business, property, loss, death, or injury regardless of the cause of the loss or event at the time of the occurrence. The Patron further agrees to hold harmless and indemnify ODR against all claims, losses, damages, cost or liabilities that may arise from the use of the Space. Patrons are encouraged to inspect their property at least once per week while in storage. **ALL WHEELED ITEMS ARE REQUIRED TO USE SOME FORM OF WHEEL CHOCKS.** (Example: Wheel chocks, 4x4 wood block, cinder block etc.)

If your property has suffered a break-in or damage in any way, please do the following:

- Notify ODR Park Patrol member immediately
- Contact the Fort Wainwright Police Department (907)353-7526 to file a report
- Contact your insurance representative

Any claims made against the U.S. Army regarding your property must be made through the Fort Wainwright Staff Judge Advocate.

7. Check-in Procedures.

Patron must complete the following check-in procedures:

- Read, complete, and sign the Recreational Vehicle Storage SOP & Agreement
- Ensure all items are accounted for on agreement and do not exceed space size

8. Check-out Procedures.

Patron will notify ODR staff at least one month prior to vacating the Eagles Nest Recreational Vehicle Storage Lot in writing or in person at the ODR office and complete the check-out portion of this form. Patron will pay all current and back fees in full. If Patron does not properly check out of the ODR lot, ODR will continue to charge for the full period rental fee and there WILL BE NO REFUNDS provided. Patron will remove all items from Space prior to moving out and return the Space to its original condition. Do not dispose of trash in any ODR trash receptacle or other Spaces. You must remove your property and trash completely from ODR property. Park Patrol shall inspect your space and complete the check-out form to clear you for any additional fees or debris removal. ODR does not pro-rate fees. If you check out before the 5th of the current month, the fee will be waived. Beyond the 5th of the current month, you will be assessed the full monthly rate of the Space occupied.



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9. Authorized Vehicles.

- Only the vehicles listed in this contract are authorized to be stored at the Space. Patron verifies that the vehicle(s) referenced above belong to the Patron or that the Patron has the right to possess or store the vehicles.
- The term “vehicle” referenced in this agreement equates to ALL property that is stored at the ODR RV Storage Lot.
- **Vehicles must be immediately transportable via tow or platform truck or driven on its own wheels. Boats must be on trailers that fit the above transport criteria. ODR management must approve any exceptions to this requirement, which will also require a deposit as stated above.**
- Derelict Property. All vehicles, including but not limited to campers, RVs, 5th Wheels, travel trailers, etc., must be transportable and operationally maintained. If ODR management determines your stored property is not operational or creates a safety risk to personnel or other property, ODR will notify you of the condition and require an immediate remediation or removal of the property within 14 days. If ODR determines that the property requires demolition, disposal of appliances, hazardous materials, etc., prior to disposal you shall be required to pay a deposit to ensure proper disposal in the case of abandonment. When this vehicle is completely removed from the facility by the owner, the deposit shall be returned. If said vehicle is abandoned, then the deposit shall be retained as a fee and ODR shall dispose of the property in accordance with applicable policy and regulations.
- Abandoned Vehicles. Abandonment of personal property on federal installations is prohibited and will not be tolerated. Patron agrees that falling more than 60 days in arrears, without prior written authorization from ODR, constitutes abandonment of property. Furthermore, Patron agrees that property determined by ODR to be derelict must be remediated or removed within 14 days of notification. Patron agrees that a failure to remediate or remove the offending property, without prior written authorization from ODR, constitutes abandonment of property and subjects the property to immediate initiation of disposal proceedings. ODR will initiate disposal proceedings for all other abandoned property in accordance with timelines prescribed in 10 U.S.C. § 2575, Department of Defense Financial Management Regulation 7000.14, Department of Defense Manual 4160.21, and Army Regulation 215-1.
- **All property must have all of the following: license plate, current registration tags, and proof of ownership.**
- All property must be owned and registered under the name of the eligible patron that is named on this vehicle storage agreement. Exceptions to this policy shall be determined by ODR management.

10. Prohibited Vehicles and Activities.

- Major repairs or maintenance on any vehicle is prohibited unless authorized by ODR Management.
- No dumping of trash or debris anywhere on federal property including the storage lots. No dumping any fluid whatsoever from your vehicle in the storage lot. Park Patrol surveillance of the RV lots shall be used to report individuals of unlawful dumping on federal property to the Fort Wainwright Military Police Department.
- Spaces must be free from any accumulation of trash or debris. A \$50 fee shall be charged for removal of debris from spaces that are occupied. Any debris found amongst your property shall be considered trash and properly disposed without notice.
- No disposing of batteries, vehicle parts, or any hazardous materials on facility grounds. A \$100 fee shall be charged for removal of any hazardous materials.
- If any of the policies contained herein are violated, you may be asked to remove your vehicle without refund.



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11. Subletting and Assignments. No space shall be sublet or assigned without the express written consent of the ODR.

12. Inspections and Compliance. ODR Park Patrol may enter Space after providing notice to the Patron in order to inspect the condition of the Space and Property being stored at the Space in order to ensure Patron is compliant with the terms and conditions of this agreement as well as applicable local, state, and federal laws.

13. Waitlist. Patrons desiring a Space that is unavailable at the time of request may be placed on the waiting list. The waiting list will be maintained by Park Patrol and assigned to the next patron on the waiting list, in order of priority. Waitlist priority is as follows:

1st Priority- Active Duty/Living on post

2nd Priority- Active Duty/Living off post

3rd Priority- Retirees/DoD Civilians

14. Snow Removal ODR Park Patrol will clear a path through Eagles Nest as soon as possible after a snow event. This path will provide access into and around the lot. **It is the responsibility of the patron to dig themselves out from the path to the equipment stored.**

15. Contract Requirements. Patrons acknowledge this contract will expire on the last day of 2026, **31 December 2026.**

Prices are subject to change at any time.



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Customer Certification

Please read the below policy provisions thoroughly and initial on the line in front of each, indicating you have read, and fully understand each provision. Once you have initialed each provision of this Customer Certification page, please sign, date, and complete the subsequent required information below.

- 01) _____ Only vehicles identified on the official data sheet maintained in ODR RV Storage files shall be authorized storage at the Eagles Nest RV Storage Lot. Any property left unattended in the lot must be identified in ODR records. If ODR is unable to contact the owner of the unauthorized property within 7 days, ODR will initiate disposal procedures for abandoned property. **ALL ITEMS MUST BE ACCOUNTED FOR ON THIS AGREEMENT.**
- 02) _____ Customers must pay all fees and charges in a timely manner as outlined in this contract. Failure to do so may result in garnishment of amount due and/or revocation of storage privileges.
- 03) _____ Failure to pay any fees due after a period of 30 days will result in the immediate establishment of delinquency against the item(s) stored. ODR shall consider said equipment abandoned and begin disposal procedures IAW Department of Defense Regulations, or in the alternative and at the discretion of ODR, Alaska State DMV regulations. Customer's signature on this document constitutes acknowledgment and acceptance of DFMWR ODR disposal policy.
- 04) _____ Items must match the rental agreement. If the item exceeds size of space being paid for, you will be required to get another space.
- 05) _____ Vehicle information must be maintained with ODR's RV Storage Lot files for ALL property that may be left unattended in the storage lots; no matter how temporary. If an unattended vehicle is found and there is no record of said vehicle, ODR shall initiate property removal procedures at the risk and expense of the owner.
- 06) _____ If a space is found empty 7 days into the current month and the payment balance has expired for that space's customer, ODR shall assume the customer has moved out and will immediately make that space available for rent and cancel the former customer's access code.
- 07) _____ If property is transferred or sold to another person, ODR must be notified immediately and the customer(s) are/is responsible to update ODR's RV Storage Lot files. If the property is sold to an ineligible patron, the property must be removed immediately upon transfer. Until ODR is informed of such a transfer and the property is legally in the name of the new owner, the original owner and renter of that space shall continue to be liable for that property and the fees thereof.
- 08) _____ Property in all Spaces must stay within the Space's boundary size. If your property is outside the boundary size, you will be charged an additional monthly fee of the next sized space until your property is properly stored.
- 09) _____ No customer shall leave unattended any vehicle in any space that is not authorized for their storage. If any property is found in a space other than its authorized space, the customer must pay an additional monthly fee for the space occupied, beginning with the first day of the current month. This includes encroaching on other spaces.
- 10) _____ In consideration of safety and security, ODR requests that customers NOT share their key card to anyone outside their immediate family. Persons discovered within the vehicle storage lot by ODR Park Patrol or ODR staff members or Fort Wainwrights Military Police are subject to questioning and may be detained by the police if they do not have authorization for entry. If you must give your key card to someone outside your immediate family, please notify the ODR Director or ODR Park Patrol in writing prior to that person's entry and notify the ODR Director or ODR Park Patrol in writing when that person is no longer requiring access.
- 11) _____ Communication with the ODR Park Patrol and ODR Staff is very important. Therefore, customers are required to keep all information required on page one of this contract updated, complete and accurate. If you deploy or plan to be inaccessible for a period of time, ODR mandates that you inform ODR so we can place these notes in your file and make the necessary adjustments. Otherwise, If ODR is unable to contact you and receive a reply confirming this contact effort within 15 days, then we will assume that you are inaccessible and have abandoned your property. This may result in removal of property, and extra charges to your account.



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Violation of policies stated in this document may terminate all conditions, excluding financial obligations, of your rental agreement, and could result in termination of future usage. This contract will expire 31 December 2025.

I certify and acknowledge that I have read, understand, and will comply with the above stated Fort Wainwright DFMWR Outdoor Recreation vehicle storage policies.

Customer Signature _____ **Date** ____/____/____

Customer Name (Print)

Unit or Organization

1. Under Fort Wainwright Regulation (AR 200-1) and Alaska State (AS 46.03.296) Dumping of (HM) Hazardous materials and (HW) Hazardous wastes are defined as: cleaners, coolant solution, waxes, polishes, any batteries, chemical fertilizers, bleach, disinfectants, flea repellent, insecticides, paint strippers, all paints, rust removers, gasoline, diesel fuel, windshield fluid, motor oil, grease, brake fluid, and many other chemicals that are labeled with one of the following caution warnings: Danger, Poison, Toxic, Flammable, or Corrosive are strictly prohibited in or around the RV Storage Lot. HM/HW shall not be disposed of in drains, dumpsters, and oil-water separators or abandoned anywhere on the installation. Washing of engines, axles, RV unit, and any other equipment stored with resulting oil and grease debris or engine cleaning chemicals left on the lot or washed down the drain is under no circumstances permitted. Violators of Federal, State, and Local laws can be held personally liable for disposal. Clean-up costs and civil or criminal penalties will be assessed. The RV Storage Lot is under surveillance by Park Patrol and ODR Staff to prevent illegal dumping, and all violators will be apprehended and prosecuted.

2. The undersigned does forever release, acquit and discharge the DFMWR, the United States Army, the United States of America, and its employees, agents, or assignees from any and all actions for loss, damages, costs, charges, claims, demands, and liabilities of whatever nature arising out of the use of DFMWR equipment or facilities. This release serves as an inducement to the DFMWR to allow the undersigned to use DFMWR facilities and programs. The undersigned also agrees to indemnify and hold harmless DFMWR and the United States of America from all costs, claims, and liabilities of any kind stemming from this agreement.

3. This agreement contains the sole agreement between the parties hereto. The undersigned attests to the fact that they have read this agreement, the SOP, and completed ODR's RV Storage Lot files and by electing to use this facility agree to comply with all provisions. It is understood by the undersigned that use of this facility is at the discretion of the Garrison Commander and the Garrison Commander exercises that discretion and uses their judgment as to the best interests of the installation in fulfilling its mission at all times, and that this agreement is subjected to said judgment.

I have read and understand the above statement.

Customer Signature _____ **Date** ____/____/____

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, in consideration for the opportunity to rent Space and use equipment from the installation Morale Support Fund hereby agree, on my behalf, my heir, executors and administrators, to release the United States, its officers, agents, employees, and instrumentality's from any and all injuries or damage to United States personnel or property or for any suites or damage claim filed against the United States which may result from my use of the rented Space and property. I agree that I will exercise reasonable care in use of the Space and equipment and will return the same to the Installation Morale Support Fund in the same condition in which it was received from the fund.

I have read and understand the Release and Hold Harmless Agreement.

Customer Signature _____ **Date** ____/____/____



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Last Name: _____

VEHICLE STORAGE AGREEMENT

ADDITIONAL VEHICLE/PROPERTY INFORMATION

*Vehicle Description (The word "vehicle" refers to all authorized stored property and is interchangeable with the word "property.")

NOTE: The length of each vehicle is measure from extreme tip-to-tip. Example: Boats on Trailers will be measured from the tip of the trailer hitch tongue to the extreme tip of the boats motor. Include ALL items, License Plates, and VIN Numbers.

___ Vehicle (4 Wheels) ___ Motorcycle ___ Double Axle Truck ___ Cab-over RV Camper Truck

___ Boat W/Trailer ___ 5th Wheel Trailer ___ Cargo Hauler/Utility Trailer ___ Camper Trailer

___ RV under 20ft ___ RV 20 - 35ft ___ RV over 35ft *Length (ft): ___ (verified by ODR Staff: ___)

___ Other: _____ ___ Other: _____ ___ Other: _____

Item _____ Make/Model: _____ VIN: _____

Year: _____ Plate No: _____ State: _____

Item _____ Make/Model: _____ VIN: _____

Year: _____ Plate No: _____ State: _____

Item _____ Make/Model: _____ VIN: _____

Year: _____ Plate No: _____ State: _____

Item _____ Make/Model: _____ VIN: _____

Year: _____ Plate No: _____ State: _____

Customer acknowledges above information matches vehicle registration. _____

Signature