



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
FAMILY AND MORALE, WELFARE AND RECREATION  
600 THOMAS AVENUE UNIT 2  
FORT LEAVENWORTH, KANSAS 66027-1417

AMIM-LVW (1e)

April 2024

Standard Operating Procedures (SOP) for the  
Fort Leavenworth Recreational Vehicle (RV) Storage Lot

1. **PURPOSE.** To establish rules and regulation governing the administration and operation of the Recreational Vehicle (RV) Storage Lot.
2. **APPLICABILITY.** This policy covers the utilization of the RV Storage Lot by Family and MWR authorized patrons. Storage is available to all eligible personnel but is established primarily to support the Active Duty military personnel assigned to Fort Leavenworth. Authorized vehicles to store include: campers, motor homes, recreational vehicles, travel trailers, utility and cargo trailers, aquatic vehicles on trailers, trucks, vans, cars, and motorcycles.
3. **ELIGIBILITY.** Patronage eligibility will be IAW AR 251-1, Table 7-1. Included are active duty and retired military personnel, members of the reserve components, and DoD Civilians.
4. **GENERAL.** The RV Storage Lot is located on Sheridan drive behind the Rod and Gun Club. It consists of sites intended for the long term storage of vehicles.
  - a. The RV Storage Lot is on government property and is subject to inspection without notice by government authorities. The RV Storage Lot is regularly patrolled by military police and may be used for K-9 training.
  - b. Access roads to and from the RV Storage Lot and the lot itself are not plowed during the winter months. When the snow gates are closed, there will be no access to the lot.
5. **REGISTRATION AND ASSIGNING SPACES**
  - a. Eligible individuals requesting to store their vehicles in the RV storage lot must completely fill out, sign and date the RV Storage Lot Agreement form, complete the automatic billing form, and provide a copy of their current insurance and title/registration.
    - (1) Trailers not required to be licensed per their state's licensing requirements (under 2000 lbs, etc.) must provide a copy of insurance for the vehicle that will be pulling the trailer as the tow vehicle's insurance becomes the guarantor for insurance purposes.

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b. RV Storage Lot patrons understand that it is their responsibility to keep Family and MWR informed regarding change of address, phone, email or other forms of communication. Family and MWR will not be held liable for misdirected or lost forms of communication for failure of the RV Storage Lot patron to provide current contact information.

c. Once the paperwork is received, spaces will be offered based on priority status and length of vehicle. The current priority status are as follows:

(1) Priority One: Active Duty Living On Post - Base housing residents are not authorized to park recreational vehicles or storage vehicles in the housing area and have, therefore, been designated as Priority 1.

(2) Priority Two: Active Duty Living Off Post - Active duty personnel residing off-post are designated as Priority 2 and are offered spaces once all Priority 1 placements for the same size space have been offered.

(3) Priority Three: Retirees/Civilians – Retirees and civilians, whether they live on post or off post, are designated as Priority 3 and are offered spaces once all Priority 1 and Priority 2 placements for the same size space have been offered.

d. If spaces are not currently available, applicants will be placed on a Family and MWR maintained waitlist according to priority and date the request was initiated.

6. RESPONSIBILITY OF PATRONS. All patrons are responsible to adhere to the rules stated in the RV Storage Lot Standard Operating Procedure as well as the RV Storage Lot Agreement.

a. It must be understood that items stored at the RV Storage Lot (including items left or stored inside the RV) are vulnerable to theft, vandalism, and other hazards. In this regard, owners are encouraged to maintain commercial insurance to cover these risks.

(1) Failure on the part of the owner to maintain insurance coverage, constitutes the owner as “self-insured” and bars the payment of any claim for theft, vandalism, or damage to the owner’s vehicle and/or the vehicle’s contents.

(2) As part of the registration process, the owner agrees to waive any and all claims against the United States Army, and its agents (including Morale, Welfare and Recreation Directorate and agencies therein), for any personal injury, damage or loss to his/her person or sustained to his/her vehicle or its contents.

b. The following items are prohibited from being left inside vehicles while stored in the RV Storage Lot: illegal items, food, beverages, explosives, firearms, ammunitions, flammable liquids/materials corrosives, hazardous or toxic materials/waste, animals or trash.

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c. RV lot patrons will maintain their assigned storage space at an acceptable level of appearance per the RV Storage Lot Agreement section 6. When a deficiency is found, the customer will be notified of the deficiency. Customer will have 72 hours to make the correction, or the correction will be made by MWR staff and the customer will be charged for the labor. Examples of corrections that would need to be made are ripped/torn tarps and covers, flat tires, leaking fluid, trash and/or debris or loose items in the customers assigned space.

d. The RV Storage Lot is for storage only. Minor vehicle maintenance such as: light bulb replacement, tire changes, and polishing are permitted, as necessary. Dumping or draining of sewage or any other liquids is strictly prohibited. Owners are to ensure that no vehicle is leaking any substance that would create a hazmat situation.

e. Vehicles that are stored in the lot for an extended period of time (such as cars while the individual is deployed, TDY, etc.) may be stored in a manner to protect the integrity of the vehicle. Tires may be removed, cars may be placed on jacks/blocks, vehicle coverings may be utilized, and other long-term storage methods employed so long as the methods do not block, obstruct, or damage other vehicles or spaces in the lot.

f. Vehicles, contents of vehicles, and coverings must be properly secured at all times. This is especially critical to prevent movement and/or items becoming airborne during severe weather and causing damage to vehicles within the RV Storage Lot. Vehicle covers that become dislodged will be discarded as deemed appropriate by Family and MWR. Family and MWR will not bear the cost or burden of replacing discarded vehicle covers.

g. Temporary/Permanent structures shall not be erected anywhere within the RV Storage Lot under any circumstances.

h. RV Storage Lot patrons understand that their entire vehicle must reside within the confines of the assigned space. If property is outside of the boundary lines you will be charged an additional fee.

(1) If the vehicle is too large for the space, the patron must move the vehicle to a space large enough (subject to availability) to accommodate the vehicle and will pay the difference in price for the larger space.

i. Residing or camping in the RV Storage Lot is strictly prohibited.

j. Vehicles not registered with Family and MWR will be towed/removed at the owner's expense.

k. No patron shall leave their vehicle in a space that is not assigned to them. If any property is found outside its authorized space, the customer must pay an additional fee.

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l. If the registered vehicle is sold/traded and a different vehicle is placed in the storage lot, the vehicles registration, proof of insurance, and an updated RV Storage Lot Agreement must be provided to Family and MWR. If on occasion, a separate personal vehicle will be parked in the assigned RV site during the off site utilization of the registered vehicle, it is advisable to complete a supplemental registration form to be kept on file with Family and MWR.

m. If property is sold/transferred to another person, Family and MWR must be notified immediately and the customer(s) are/is responsible to update the RV Lot Storage agreement. If the property is sold to an ineligible patron, the property must be removed immediately upon transfer.

n. Patrons understand that should it be found that they are involved in property issues with the RV Storage Lot, whether through willful intention, negligence, or fraud, that they will be held criminally, civilly, and financially responsible for any damages that occur as a result.

o. Patrons understand that property in the RV Storage Lot with expired tags or fess 30 days past due will be considered abandoned by Family and MWR and title will be obtained in order to dispose of the property or sell it at public auction IAW 10 U.S. Code 2575 – Disposition of Unclaimed Property. The personal property will be returned to the patron upon full payment of fees and charges owed if it has not been disposed of, but the personal property will not return to the RV Storage Lot.

7. PAYMENTS. Payments are due each month on the 1<sup>st</sup> business day of the month. One month or ½ a month payment is required at time of check-in based on the patron's first date of use of the lot. Automatic monthly payments with credit card will be set up upon registration.

a. Payments received after the 10<sup>th</sup> of each month will be assessed a \$20 monthly late payment fee.

b. Customers will be notified of any price increase a minimum of 30 days in advance.

8. RESIGNATION. RV Lot patrons will inform Family and MWR in writing or by phone of their intention to resign their space. Failure to notify Family and MWR will result in fees being charged until notification has been received.

9. REFUNDS. Refunds for advance payments are authorized as long as the account is in good standing and the renter has notified Family and MWR in writing. The date of removal will be considered to be, either the date the renter notified Family and MWR or the date of removal (as indicated in written notification). When leaving the lot within the first five calendar days of the month, that month's fees are waived. Partial month refunds will be offered if the space is vacated by the 15<sup>th</sup> of the month.

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10. This SOP will be revised only if significant changes are made to its body.

11. Point of contact for this SOP is Megan Browning at 913-684-1669 or [megan.e.browning.naf@army.mil](mailto:megan.e.browning.naf@army.mil).

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