



# Manatee Cove Campground Guest Registration

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## Personal Information

Status: AD RESV/AG RET DAV SPOUSE \*VHIC DOD CONTR Branch: USA USMC USN USAF USCG USSF

**\*VHIC Holders:** Limit of one guest accompanying in RV. VHIC holder must obtain a base pass for guest and present to the Outdoor Recreation (ODR) staff or the host on duty when ODR is closed, not later than 1600 the day after registration into the campground and after each subsequent site rental. Site rental will not exceed the expiration date of the base pass. Failure to comply will result in the VHIC holder being directed to leave the campground not later than 1730 on the day the base pass is due. Failure to disclose a guest will result in being directed to depart the campground immediately and the VHIC holder will forfeit future use of the PSFB campground.

Name: \_\_\_\_\_  
First Middle Initial Last Rank

Mailing Address: \_\_\_\_\_  
Street City State Zip code

Cell /Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Vehicle Information

RV Type: MH Class C TT 5<sup>th</sup> Pop-up Conversion Van Length: \_\_\_\_\_

RV: Reg Exp: \_\_\_\_\_ POV: Reg Exp: \_\_\_\_\_ POV: Reg Exp: \_\_\_\_\_  
Insurance Exp: \_\_\_\_\_ Insurance Exp: \_\_\_\_\_ Insurance Exp: \_\_\_\_\_

## Site Assignment

Check-in / Check-out (Place an "X" on the day) Site Number: \_\_\_\_\_

Jan			Feb			Mar			Apr			May			Jun			Jul			Aug			Sep			Oct			Nov			Dec		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

Total Nights Stay: \_\_\_\_\_ ADA Site: Yes No Premium Site: Yes No Standard Site: Yes No

## Limited Site Availability Agreement

Host or ODR staff complete this section when the site assigned is scheduled to be unavailable or the guest cannot meet requirements for staying in the campground beyond 1100 the following day.

Site \_\_\_\_\_ will not be available as of \_\_\_\_\_. Movement to another site will be required not later than 11 am on this date. If another site is not available, departure from the campground will be required by 11 am on this date.

Guest signature: \_\_\_\_\_

## Accompanying Guest Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age if under 18: \_\_\_\_\_ Base Pass: Y/N

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age if under 18: \_\_\_\_\_ Base Pass: Y/N

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age if under 18: \_\_\_\_\_ Base Pass: Y/N

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age if under 18: \_\_\_\_\_ Base Pass: Y/N



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## Pet Information

A maximum of two (2) pets is permitted per site. With or without disclosing the correct information, guests will be directed to kennel additional pet(s) or depart the campground within 24 hours of notice.

Outdoor Recreation aligns with the governance for dog breeds authorized on the installation. Concealing a prohibited breed (pure or mix) will result in the directive to kennel the animal or depart the campground within 24 hours of notice.

Per the Americans with Disabilities Act, Service Dogs are permitted in all areas of the campground. Owners are subject to the guidelines of the Act. Service dogs not under the control of their owners will be required to find accommodations elsewhere within 24 hours of notice.

**Pet 1:**  Dog  Cat      Dog Breed as Stated by Vet on Rabies Certificate: \_\_\_\_\_  
 Copy of Rabies Certificate Provided:  Yes  No      Expires: \_\_\_\_\_

**Pet 2:**  Dog  Cat      Dog Breed as Stated by Vet on Rabies Certificate: \_\_\_\_\_  
 Copy of Rabies Certificate Provided:  Yes  No      Expires: \_\_\_\_\_

Inability to provide a copy of the rabies certificate for any of the pets listed above will result in the directive to kennel the animal or depart the campground not later than 1100 the following day.

## Acknowledgment of Receipt of Rules

**By entering the name and signature in this section, the site renter of record acknowledges and/or agrees to the following:**

- 1) A receipt of a copy of the campground rules to be read, understood and complied with while staying at this location.
- 2) Questions or concerns about a rule shall be directed to the Outdoor Recreation staff.
- 3) Hosts do not have the authority to make an exception to policy for any guest in the campground and doing so may result in termination of their contract.
- 4) An exception to policy may be submitted in writing to the Outdoor Recreation Director. Approval may be granted based upon need or extenuating circumstance, not convenience. The decision rendered is final.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Payment Information

Payment Type:  American Express  Master Card  Visa  Check  Cash

Verification of name on credit card with DoD/VHIC ID card presented:  Yes

Hosts are not authorized to handle cash on behalf of the government. Credit card only when checking in after hours.

**OUTDOOR RECREATION DOES NOT KEEP CREDIT CARD INFORMATION ON FILE.** Card information is disposed of via secure means. Additional site rentals and refunds will require provision of this information each time.

I authorize Outdoor Recreation to charge the below credit card in the amount of: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVD: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

### **\*\*\*REFUND POLICY\*\*\***

Refunds are permitted when the guest chooses or is directed to end their site rental earlier than the official date entered into the FAMCAMP registration system. The guest **MUST** check out in person with the ODR staff at the ODR office. In an emergency situation, the guest may email outdoorrecreationpafb@gmail.com to notify ODR staff of departure and ODR staff will immediately verify the site is vacant. Failure to do either of the above actions will not provide ODR management with the documentation needed to authorize a refund and hence a refund will not be issued.

GUEST SIGNATURE INDICATING UNDERSTANDING OF THE ABOVE STATEMENT: \_\_\_\_\_