



24 February 2026

Sir/Ma'am,

Long-term recreational vehicle storage agreement renewals for the period of 1 April thru 30 September 2026 are due on 1 April 2026 and are now being accepted.

Fees for this agreement period:

- \$85.00 per month for items 24' and below.
- \$125.00 per month for items 25' and above.

The renewal/agreement period is six months. Full payment is due upon renewal.

Payments received after 15 April will incur a late fee of \$15.00 per day until paid, retroactive to the 1 April due date.

Morale, Welfare and Recreation (MWR) fees are subject to adjustment in response to operating and capital improvement expenses. Our goal is to ensure the entire portfolio of your MWR services programs are sustained at this installation.

The 4-digit lock code for both storage areas will be changed prior to 8:00 am on Monday 1 April 2026.

The following items are required to be on file at outdoor recreation to renew the agreement:

- **NEW** – DoW ID card number.
- **NEW** – Current DoW or military status.
- A completed storage agreement signed by the renter of record with the renter's current and accurate contact information and residential address. A P.O. Box is not acceptable.
- A current copy of the registration and insurance for the stored item.
 - It is the responsibility of the renter to provide copies of updated documents throughout agreement period.
 - Agreements will not be renewed when the registration and/or insurance will expire within 30 days. The renter shall have 14 days to renew these items.
- A complete and accurate description of the make, model, and length of the item, from tongue to hitch if applicable. Please include a picture of the front, side, and rear of the item with the license plate clearly visible.
- A notarized power of attorney is required for those who are acting on behalf of the owner of the item. The owner must have a valid DoW ID proving eligibility to use the long term storage area. All documents and payments must be submitted in accordance with this letter. ODR is not responsible for ensuring base access for the power of attorney.

Documents may be submitted to ODR at outdoorrecreationpafb@gmail.com or in person during operating hours of Mon, Wed-Sat, 10am-5pm. The sender is responsible for emailing documents securely.

First-time renters are required to complete their agreement in person at ODR.

Renters are reminded to maintain compliance with the following requirements during the agreement period:

- Item maintained in a presentable and roadworthy condition with current registration clearly visible and legible.
- Loose items kept secured within the demarcated boundary of the rented lot.
- All wheels chocked.
- No substitution of other items without an agreement renewal on file at ODR.
- No onsite maintenance or camping.

Please take a moment to view additional policies and procedures in the document attached.

Thank you for supporting your MWR services and programs.