



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
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IMPH-FM

27 July 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum, AR 215-1 Fort A.P. Hill Recreational Lodging and Recreational Vehicle Park Policy

1. Applicability. This policy applies to all military, civilian personnel, and eligible patrons assigned, attached or visiting Fort A.P. Hill.
2. Proponent. Directorate of Family and Morale, Welfare, and Recreation (DFMWR).
3. Reference. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.
4. Policy.

a. Extended Stays. To maximize opportunities for all eligible patrons attached or visiting Fort A.P. Hill 'homesteading' is prohibited. The policy of not allowing extended stays is in effect year round. Consideration for exception to policy will be considered only in 'slow periods' if demand allows.

(1) Champs Camp recreational vehicle stays shall not exceed 60 consecutive days. After 30 days campers must relocate to another vacant site.

(2) Recreational Lodging stays shall not exceed 30 consecutive days unless individual is in a legitimate PCS/TDY/Mission status.

(3) Personnel on extended stays must comply with local and State law relative to taxation, vehicle registry, and other residency issues.

(4) Any exception to the above must be submitted IAW paragraph 5. below

b. Reservations. The Fort A.P Hill Recreational Lodging and Recreation Vehicle Camping programs provides access to the quality natural resources of

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Fort A.P. Hill for authorized Family and MWR recipients as defined in AR 215-1. As demand for military recreational lodging has increased over the past few years, the following policy is defined to not only ensure compliance with Army Regulations, but also ensure a degree of equity within the Army family. In addition to program eligibility as defined in AR 215-1, Ch 7-1, the following program controls will be in place.

(1) Champs Camp Recreational Vehicle Camping does not accept Reservations. All spaces are on a first come, first served basis.

(2) Eligible Recreational Lodging patrons will only be allowed to make reservations six (6) months in advance.

(3) There is no prioritization of lodging facility usage by rank, grade, mission or status.

(4) A valid eligible ID card is required at the time of reservation. Eligible patrons with an ID card will not be allowed to sponsor up to the maximum listed capacity of the rented lodging facility. An ID card holder cannot sponsor use of multiple cabins.

(5) Lodging reservation clerks will verify an eligible patron telephonically when the reservation is first made and then again when the patron checks in.

(6) Each facility can be rented to no more than 30 continuous days. Patrons wishing to stay longer must place a second reservation after arrival and relocate to whatever lodging facility is available.

(7) No shows will be charged the first night's rental fee.

(8) Exceptions to the above controls must be submitted IAW paragraph 5. below.

c. Rates and Discounts. In accordance with AR 215-1: Special prices and privileges will not be given to functions designated as "command sponsored." No person or group of people will receive special privileges that are not available to all patrons except as provided in paragraph 12-9 of the regulation.

(1) Champs Camp Recreational Vehicle parking and Recreational Lodging rates and pricing will represent current market demands and trends.

(2) All patrons will be offered the opportunity to elect to waive daily room service for and receive 20% off their nightly charge. For this discount customers must be staying a minimum of 5 days. Every 5th day custodial staff will provide fresh towels and change the linens, and check the facility. Daily cleaning checklists will be provided to the customer. If the facility has not been cleaned and maintained according to the

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checklist the staff will clean the facility and the customer will be charged the additional 20% for those days previously discounted and any succeeding days. Daily room service will begin.

(3) Any exceptions to these rates and discount policies and controls may only be granted IAW paragraph 5. below.

5. Policy Exceptions. All customer requests for exception will be submitted in writing to the Director, Family and MWR. Exceptions may be granted by the Director, Family and MWR if justification is based on sound business principles and standards and consistent with guidance in this policy and AR 215-1. Exceptions that require consideration based on mission or other extenuating circumstance must be submitted through the Director, Family and MWR, through the Deputy Garrison Commander to the Garrison Commander for approval.

6. Point of contact for this policy statement is Scott Meredith, Director, Family and MWR, at (804) 633-8702.



ANDREW Q. JORDAN
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Commanding

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