

Welcome Aboard

SHIELDS RV PARK

Gulfport, Mississippi



Hours of Operation

Monday - Saturday

10 AM to 4 PM

Sundays

10 AM to 2 PM

Office:

228-365-6550

After Hours Non-Emergency

228-224-5012

Site: _____

Departure Date: _____

Codes: _____



Dear Guests,

Welcome to Shields RV Park located onboard Naval Construction Battalion Center Gulfport on the beautiful Mississippi Gulf Coast.

This Welcome Aboard booklet provides you with the important and helpful information regarding this campground and the surrounding area. Our policies and procedures are in place to help ensure a safe, relaxing and enjoyable stay for all out guests.

Thank you for choosing our campground, a proud member of Recreational Lodging vacation destinations. We look forward to providing you with exceptional services and programs. Relax and enjoy all that MWR and Gulfport has to offer/ We look forward to meeting each of you during your visit and hope you have a pleasant stay. If you have any questions or concerns, please do not hesitate to give us a call, email or visit us at the Campground Office.

Thank you!

Park Management

STRUCTURE

Shields RV Park consists of 2 locations onboard NCBC Gulfport. The main park consists of 53 pull through sites and 15 back in sites. The annex location on the bases west perimeter consists of 35 back in sites. Both parks have 20' x 40' concrete pads and each have full hook up consisting of 20-30-50 amp service. Complimentary WiFi is available using the base gowifi. Comfort stations and coin operated laundry facilities are available at both park locations.

TABLE OF CONTENTS

On the Clock.....	page 4
Reservations.....	page 4
Site Rotation.....	page 4
Speed Limits.....	page 4
Payment Information.....	page 5
Pet Policy.....	page 5
Weapons.....	page 6
In Case of Emergency.....	page 6
General Park Rules.....	page 7
Landscaping.....	page 8
Children in the Park.....	page 8
BBQs/Fire Pits.....	page 8
Trash Disposal.....	page 9
Park Facilities.....	page 9
Sponsored Guests.....	page 9
Time Away from the Park.....	page 10
Understanding TCCOR Conditions.....	page 10
Mail Delivery.....	page 11
Park Maps.....	page 12
Base Map.....	page 13

ON THE CLOCK

The important times your need to know.

Check-In:
3 PM

Check-Out:
11 AM

Quiet Hours:
10 PM – 7 AM

RESERVATIONS

Eligible patrons must make a reservation through Central Reservations at 877-NAVY-BED or by calling the Campground Office at 228-365-6550. To book online, visit dodlodging.net.

Reservations will be made at the time of booking, depending on availability. Site designations will be made on a first-come, first-serve basis. Reservations may be made up to one year in advance for active duty and six months in advance for all other eligible patrons.

Reservations can be made for a total of 180 days for months that are currently open. Active-duty members currently stationed at a tenant command aboard NCBC Gulfport can request an extension for a secondary reservation commencing on the departure date of the first reservation by speaking with RV park staff. All other eligible patrons must depart the park for 30 days before being able to start a new reservation. Patrons are not permitted to make reservations in the name of another person for the purpose of circumventing the length of stay policy.

SITE ROTATION

Reservation types are booked on a first-come, first served basis at the time of booking. Sites are not guaranteed and are assigned by the RV Park staff to accommodate all guest arrivals during busy peak season times. Staff will try to accommodate the site requests. MWR shall not rotate guests once they have checked into the park for the duration of their stay unless the site is taken down for mechanical issues or repair.

SPEED LIMIT

The speed limit in both parks is 5 MPH and will be enforced by NCBC Security.

PAYMENT INFORMATION

Fees are to be paid upon arrival. For monthly payments, after the initial check-in payment, all additional monthly fees are due every 30 calendar days. Stay fees are due on or before due date. All guests are required to visit the Campground Office to make payments upon arrival. Guests that arrive after operation hours will be required to visit the Campground Office the next business day at 10 AM. If stay payment is 3 days past due your credit card will be charged for what is due.

Payments may only be made 30 days in advance for monthly fees.

No refunds will be issued if the guest decides to leave early on their own accord.

Shields RV offers 2 rates. Daily rates are \$27.00 and Monthly rates based on 30 days are \$510.00. Any stays outside of the 30-day increments will incur a rate change of the remaining days to the daily rate. Rates are not prorated.

Emergencies – In the event that an emergency is declared by local command leadership, refunds will be issued in a prorated manner. In the event of a personal emergency, refunds will be handled on a case-by-case basis by the RV Park Manager and MWR Director. Documentation of such an emergency will be required to justify the refund. All approved refunds will be prorated.

PET POLICY

Shields RV allows a maximum of 2 domestic animals at each RV site. (Example: 2 dogs, 2 cats, or one of each). Restricted breeds are not permitted in the RV Park such as but not limited to: Akita, American Bull Dog, Chow, Doberman, Rottweiler, Pitbull (American Pitbull Terrier, Red Nose American Pitbull Terrier, Blue Nose American Pitbull Terrier, American Staffordshire Terrier, American Staffordshire Bull Terrier and American Bully) or any mixed breeds with the restricted breeds. Animals trained as assistance animals (service dogs) or for use by individuals with handicaps are not considered pets.

Any animal with a known history of human aggressive behavior is prohibited from the RV Park. Any animal that demonstrates aggressive behavior may be required to be immediately removed from the installation. In such cases, owners may be subject to criminal or administrative penalties and may have reservations cancelled.

- All pets must be registered at the Campground Office. Must have current immunizations records available upon request.
- All pets must be leashed. Leashes may not extend over 6 feet. NO EXCEPTIONS.
- All owners must pick up after their pets. There are doggy pot locations in each park.
- Unattended pets are unauthorized. Tethering the pets outside of the RV is not allowed unless the owner is outside with the pet.

- Pet owners must ensure their pets are not a nuisance or disturb other guests in the park. This includes constant barking, howling, running loose, etc.
- Pets are not permitted in the laundry or shower facilities. Exceptions are service dogs and during severe weather while sheltering in the restrooms. NO PET WASHING is authorized in the RV Park.
- Exotic Pets are not permitted – only dogs, cats, birds or fish.
- No “visiting” pets are permitted without prior approval.
- Your pet must remain on your site, RV Park roadways while leashed or in designated pet walk areas if provided. The designated pet walk area is the grassy area of the interior park perimeter fence line or the dog park located near the Seabee Lake.

WEAPONS

Weapons are not allowed at Shields RV Park per NCBCINST 3593.1D

Guests at Shields RV Park are required to store privately owned firearms or weapons at Building 436 RFI armory for the full duration of their stay. Privately owned firearms or weapons are not authorized to be stored inside a recreational vehicle. All firearms and weapons must be declared to the Gate Sentry at the time of their introduction onto the installation.

IN CASE OF AN EMERGENCY

The base emergency contact number for all medical, fire, or security needs is 911.

*****Inform the dispatcher answering that you are located on board NCBC Gulfport*****

You will be transferred to the Naval Dispatch Center who will get the first responders dispatched to your location.

If you are in the park, please note that there are Emergency pull boxes in the following locations:

- Campground Main Office
- Front and Back Park Laundry Rooms
- Front Park Men’s and Women’s Rooms
- East side of Annex location between sites 75 and 91
- West side of Annex location between sites 83 and 84

All chemical spills (including fuel) must be reported to NCBC Security (follow 911 instructions) and the RV Park Manager as soon as possible.

Non-Emergencies – Please call 228-871-2555.

GENERAL PARK RULES

- Neighborly respect and appropriate conduct are required of all patrons and staff. NCBC Gulfport Security will be notified to intervene with any violent, threatening or disorderly or domestic abuse.
- All campers must be parked at assigned site. Parking is not allowed on the grass, roadway or vacant RV sites.
- RVs that occupy a site at Shields RV must be properly maintained, operational and will not present an appearance of a discarded, inoperable RV with required paperwork. Guests will need to have a current registration and proof of insurance. Tags must be visible. Types of RVs include motorhomes, camper vans, caravan (also known as travel trailers and camper trailers), fifth wheel campers and truck campers. Trucks, vans, SUVs, large vehicles, buses and other vehicles not initially manufactured as a recreational vehicle are not authorized.
- All pull behind RVs in the RV Park must have a towing vehicle and be capable of moving the RV within 1 hour of request. Towing vehicle must be denoted on registration forms at time of check in.
- Sewer hoses must have airtight fitting sewer rings per Mississippi State Law. Dumping of gray/black holding tanks on the ground is prohibited. Sewer caps must be replaced prior to leaving site.
- Only one RV unit and 2 automotive vehicles are allowed per site (2 motorcycles will be classified as 1 vehicle).
- RV/POV washing is not authorized in the RV Park. If you wish to have your RV washed it will need to be taken off base. POVs can be washed at the MWR Car Wash located near the Auto Hobby facility.
- NCBC Environmental regulations state that no maintenance of any kind on guest RV or POVs is to be performed at the RV Park.
- All RV leveling jacks must be on the concrete pad at each site. All slide outs must not extend beyond the concrete pad as well. Nothing may be put on the grass or staked in the grass around your campsite. This is to include flags, solar lights, signs, dog stakes and awning tie downs.
- **Primitive or tent camping is not authorized at the RV Park.**
- The number of guests assigned to a site will not exceed the maximum capacity as designated by safety and fire regulations for the RV. Reservations over 6 guests will require verification of capacity by the RV Park Manager.
- Solicitation of any sort is unauthorized in the park.

LANDSCAPING

Pleasant aesthetics are desired for our park and its guests. For safety and ease of maneuverability by grounds keeping staff, tents, clotheslines, dog houses, in ground dog chain hooks, yard ornaments, sewer, and water hoses, ground rope lighting and sheds are not permitted on RV sites or in the RV Park.

Small plastic boxes may be kept neatly under the RV as long as it does not take away from the aesthetics of the RV Park.

Carpets, mats, awning weights and or awning legs, flag poles, potted plants, solar lights, bicycles and picnic tables must always remain on the pads and not on or in any grassy area. Gardening, planting, or any other action tied to permanent vegetation is unauthorized.

With the exception to motorized scooters(chairs), sidewalks or breezeways are not to be used for scooters, bicycles, roller skates, roller blades or skateboards.

Storage or overnight parking of boats, canoes, kayaks, jet skis, ATVs, cargo trailers, motorcycle trailers (open or enclosed) and unauthorized. If you are going to be staying in the RV Park for less than 30 days, you may park them outside of the main RV Park in the space by the railroad tracks and notifying RV staff. Security will be notified of the description of your item along with your name and site numbers, so they are aware it belongs to a guest in the RV Park. If you are going to be staying in the RV Park longer than 30 days, a paid storage facilities available on base for guests who need to store such items. Storage telephone is 228-871-2231.

CHILDREN IN THE PARK

No children under the age of 6 may be left unattended at any time in any place including a playground, unfenced yard or inside a family house residence. Minors between the age of 16 and 17 who are left alone for up to 24 hours must notify base security at the time. No child under the age of 18 years may be outside residence between the hours of 2200 and 0600, unless accompanied by a parent or other responsible adult. This applies to playgrounds, street, sidewalks and common areas in the housing communities. This does not apply to a yard or carpet, as the resident address. All children under 12 years and under must be supervised at all times when outside while staying in the RV Park.

BBQS/FIRE PITS

Use of BBQ grills/fire pits are authorized in the park. All guests should use caution to make sure that grills/fire pits are a safe distance away from combustible materials and campers. Fire pits must be covered with a safety screen to prevent embers from escaping. Before disposing of ashes, make sure that the ashes have cooled completely (safe practice is douse with water) before disposing in trash receptacles. Do not dump ashes on ground or in the woods.

TRASH DISPOSAL

Shields RV provided dumpster are for household trash only. Guests need to make sure that trash is disposed of in the authorized dumpster locations and placed inside of the dumpster, not on the ground around the dumpster. Trash is not to be left at the campsites for excessive lengths of time. Cardboard boxes need to be broken down before placing into the dumpsters. Chemicals, cleaners and hazardous/toxic wastes are not to be disposed of in the RV Park dumpsters.

Bulk trash items (couches, awning tubes or other large items) are to be disposed of in the bulk dumpsters located on the corner of Holtman Ave and Ninth Street. The brown dumpster is for general bulk trash and the blue dumpster is for metal. DO NOT leave unwanted items in the laundry rooms or common areas. Please dispose of items or consider donating to Navy Marine Corps Relief Society on base.

PARK FACILITIES

Park facilities are for registered RV Park guests and their authorized guests only. These facilities include the laundry rooms, restrooms and shower facilities and the covered pavilions. RV Park guests are responsible for their visitors at their sites and must always accompany visitor. Visitors are authorized up to a 48 hour stay. Any amount of time beyond that must be requested through the RV Park Manager with sound justification and NCBC Security will be notified of their presence aboard NCBC.

Smoking is unauthorized within 50 feet of any government building (SECNAVINST 5100.13C). Smoking inside of laundry rooms and bathhouses is not permitted. Disposal of tobacco or vaping cartridges is not allowed inside of RV Park common space trash receptacles.

Laundry facilities:

- Rubber backed rugs, shoes, boots etc. are prohibited in the dryers.
- Pet items must be washed and dried in the designated washer and dryers.
- Washer and dryer lint filters must be cleaned after each use and lint deposited in trash receptacles.
- All spills are to be cleaned up immediately to avoid any slip hazards.

SPONSORED GUESTS

Reservations can be made in one week increments and will be confirmed one week prior to start of reservation. Reservation will be made in the sponsor's name, including all names of all persons that will be residing on the site. Person(s) being sponsored will be required to complete base access forms with NCBC Pass and ID Office. Base access with take 7 to 10 days, to be completed by NCBC Security. Sponsor is responsible for verifying that guest has been cleared to access NCBC. Reservation may be cancelled up to 48 hours prior to arrival if space is required for authorized patron. Sponsor is responsible for their guests' actions while they are onboard NCBC Gulfport.

TIME AWAY FROM THE PARK

Guests who are going to leave their RV unit unattended for longer than 48 hours and no longer than 14 days are to:

- Notify the Park Office.
- Provide recall information for the sake of an emergency. Forms are located in the front office.
- Provide a contingency plan on how the unit will be removed from the base in the event of a weather emergency or unforeseen base closure.
- If you will be gone more than 14 days, you will have to remove your RV from the Campground.

No RV Unit will be left unoccupied during Hurricane Season, between June 1st to November 30th. Exception to this will be at the discrimination of the RV Park Manager if a storm is not forming or has not formed in the Gulf. Subleasing is not permitted at Shields RV Park.

UNDERSTANDING TCCOR CONDITION

Tropical Cyclone Condition of Readiness (TCCOR) are weather conditions set during hurricane season in the Gulf Coast typically between June 1st and November 30th. Below are the types of conditions you may see posted on the base or hear over the Giant Voice during your stay.

- **Hurricane Condition 5** – Regular – Temperatures for tropical cyclone have increased and are being monitored.
- **Hurricane Condition 4** – Hurricane winds are possible within 72 hours. Guests should monitor possible changes in the weather conditions. Guests are asked to begin preparations for departure if RV Park closure is ordered by NCBC Commanding Officer.
- **Hurricane Condition 3** – Hurricane winds are possible within the next 48 hours. Guests should be ready to depart within 2 hours of RV Park closure ordered by NCBC Commanding Officer.
- **Hurricane Condition 2** – Hurricane winds are possible within 24 hours.
- **Hurricane Condition 1** – Hurricane winds are possible within 12 hours.

If the RV Park is closed for inclement weather guests will be asked to depart the park and the local area for safety until the park has been inspected for damage or repair. Once RV Park Management is given the all clear guests will be called and notified that they can return to the park. Days in which the RV Park was closed will be credited to your account balance.

MAIL DELIVERY

Mail delivery via United States Postal Service is not available at Shields RV Park. Guests can obtain a PO Box at a post office in town for mail delivery via USPS. FED EX and UPS deliveries are available directly at the site once a guest is registered and checked in at the campground office. No deliveries are to be schedule prior to a guest's arrival or after departures as items will be returned to sender.

Mailing address for FED Ex and UPS deliveries is:

535 Parkside Lane
Gulfport, MS 39501
Site #