

SHIELD'S RV PARK PATRON POLICIES & GUIDELINES

SECTION I - WELCOME TO SHIELDS R.V. PARK Main Park 1-68 Perimeter Rd 69-103

SECTION II - GENERAL RULES & GUIDELINES

Office Hours & Check In/Out

The office hours are 10 a.m. – 4 p.m. Monday – Saturday and 10:00 a.m. – 2:00 p.m. Sundays.
Check-in begins at 3:00 p.m.

Arrivals after office hours shall check into the Park Office 10:00 a.m. the following morning to complete registration and payment paperwork.

Check out time is 11:00 a.m. on the date of expiration. If you plan to extend your visit you are required to re-register at the office 48 hours prior to your expiration date.

Bathrooms and Laundry rooms closed during cleaning.

Payment Information

1. Daily and weekly fees are to be paid upon arrival. For monthly payments, after the initial startup monthly fee is paid, all additional monthly fees are due every 30 Days from initial Check-In. Stay fees are due on or before due date. If stay payment is **3 Days** past due your Credit Card will be charged for what is due.
2. Payments may only be made 30 days in advance for monthly fees.
3. **No refunds will be issued if the patron decides to leave early on their own accord.**
4. Emergencies - In the event of 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.
5. Patrons staying 30 days or on a weekly bases and wish to extend another couple of days or change to a weekly basis, they will be charged the weekly and nightly fees, your nightly fee will not remain same as the 30-day rate. i.e. 30 days extending 5 days will be charged \$125.00(\$25.00 per night), etc.....

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General Park Rules

1. Shield's RV Park provides both short term and long term stay options for eligible patrons:
 - a. Patrons may stay for a maximum of 180 days and are then required to vacate the park for a minimum of 30 calendar days, guest are not allowed to exceed 330 calendar days at the park on a 12 month period
 - b. Reservations may be made up to 180 days, in advance for Retirees, DoD, Patronage Extension and Reservists not on Active Orders. Active Duty may make Reservations up to 12 months in advance.
 - c. Patrons are NOT permitted to make consecutive reservations in the name of another person for the purpose of circumventing the LENGTH OF STAY POLICY.
 - d. **Sites are not guaranteed and are assign by RV Park staff. Staff will try to accommodate site request.**
2. Neighborly respect and appropriate conduct is required of all patrons and staff. NCBC Security will be notified to intervene with any violent, threatening or disorderly conduct or domestic dispute. **The first offense will result in immediate dismissal from the park.**
3. **The speed limit is 5 MPH within the RV Park and will be enforced by NCBC Security.**
4. All campers must be parked at assigned site. Parking is not allowed on the grass, roadway, or vacant RV sites.
5. RVs that occupy Navy Gateways properties must be properly maintained, operational and will not present an appearance of a discarded, inoperable RV with required paperwork: please have a current registration and proof of insurance. Tags must be visible. Types of RVs include motorhomes, campervans, caravans (also known as travel trailers and camper trailers), fifth-wheel trailers, popup campers and truck campers.
6. Modifications to an RV not initially manufactured, with external structures, equipment, gadgets or devices for use as a recreational or individually constructed, modified or altered RV will not be authorized at Shield's RV Park

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7. Trucks, vans, SUVs, large vehicles, buses, and other vehicles not initially manufactured as a recreational vehicle are not authorized.
8. Towed RV's: All pull behind RV's in the RV Park must have a towing vehicle and be capable of moving the RV within 1 hour of request.
9. All household trash must be placed in the dumpsters provided at the North and South ends of the RV Park. **Do not place any household trash in any trash receptacles located throughout the RV Park. Items such as wood, cardboard, mattresses and large items need to be taken to BLDG 225.**
10. 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.
11. **Smoking is unauthorized within 85 feet of any government building (SECNAVINST 5100.13C). Smoking is authorized at RV Park pavilions.**
12. Park facilities are for registered RV Park patrons and their authorized guest only. These facilities include the laundry room, the restroom and shower facility, and the covered pavilions.
13. Laundry facilities:
 - a. Rubber backed rugs, shoes; boots, etc are prohibited in the dryers.
 - b. Pet items must be washed and dried in the designated washer and dryer.
 - c. Washer and dryer lint filters must be cleaned after each use and lint deposited in trash receptacles.
 - d. All spills are to be cleaned up immediately to avoid any slip hazards.
14. Quiet hours are from 10:00 p.m. to 7:00 a.m. Excessive noise such as barking dogs, loud voices or shouting, or loud radios/TV will not be tolerated.
15. RV Park patrons are responsible for all visitors at their site, and must accompany visitor at all times. Visitors are authorized up a 48 hour stay. Any amount of time beyond that must be requested through the RV Park Supervisor with sound justification and NCBC Security will be notified of their presence aboard NCBC.

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16. **Sponsored Guest (Space "A" Guest)**

Reservation can be made in one week increment, and will be confirmed one week prior to start of reservation. Reservation will be made in sponsor's name, including all names of all person 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 will take 7-10 days, to be completed by NCBC Security, sponsor is responsible for verifying guest have 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 guest actions at all times while they onboard NCBC Gulfport

17. No more than **6** people will occupy a single RV site.

18. Only one RV unit and **2 automotive vehicles** are allowed per site (2 motorcycles will be classified as 1 vehicle).

19. The RV unit's **leveling jacks** must be on the concrete pad at each site at all times. All **slide outs** must not extend beyond the concrete pad as well. Nothing may be put on the grass or down into the grass.

20. **Primitive, or tent camping is unauthorized at the RV Park.**

21. **Owners who are going to leave their RV unit unattended for longer than 48 hours and no longer than 14 days are to:**

- a. Notify the Park Office.
- b. Provide recall information for the sake of emergency: **(Form in Park Office)**
- c. 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.
- d. If you will be gone more than 14 days you will have to remove you R.V. from the R.V. Park.
- e. **The R.V. may not be left unoccupied during Hurricane Season, between June 1st – November 30th.** **Exception** to this will be at discrimination of R.V. Park Manager if a storm is not forming or has not formed in the Gulf.

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22. 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 material and campers and fire pits must be covered with a safety screen to prevent embers from escaping. When needing to dispose of BBQ embers or ash, wait until the embers have fully extinguished and cooled so they are not a hazard and dispose of them properly.

23. Solicitation of any sort is unauthorized in the park.

24. Due to **NCBC Environmental Regulations** **Patrons may not perform maintenance of any kind on their RV units or personal vehicles.**

No Mechanical maintenance or significant repair work may be performed (oil change/tire replacement). This type of work is authorized by Environmental at the Auto Skills Center.

25. Once you have been assigned a Site you must remain in that Site. Changes to another Site must be approved by the R.V. Park Manager.

WEAPONS

Weapons are not allowed in the R.V. Parks 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.

Grounds Keeping & Aesthetics

1. Pleasant aesthetics are desired for our park and its patrons. For safety and ease of maneuverability by grounds keeping staff, tents, clotheslines, fences, dog lots, dog houses, dog runs, in ground dog chain hooks, yard ornaments and sheds are not permitted on RV sites or in the RV Park.
2. Small plastic boxes may be kept neatly under R.V. as long as it does not take away from the aesthetics of the R.V. Park
3. Carpets, mats, awning weights and or awning legs, flag poles, potted plants, solar lights and picnic tables must remain on concrete pads at all times and not on or in any grassy areas.

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4. Gardening, planting, or any other action tied to permanent vegetation is unauthorized.

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

6. Storage or overnight parking of boats (to include sail boats), canoes, kayaks, jet skis, ATV's, cargo trailers, motorcycles trailers (open or enclosed) and car haulers is **unauthorized**. If you are going to be staying in the R.V. Park for less than 30 days, you may park them outside the Main R.V. Park in the space by the Railroad Tracks. We will then send the description of your trailer, car hauler, etc., your name and Site number to Security so they are aware it belongs with the R.V. Park. If you are going to be staying in the R.V. Park for 30 days or more, a paid storage facility is available on-base for patrons who need to store such items. **Storage Telephone #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 housing residence.

1. Minors between the age of 16 & 17 who are left alone for up to 24 hours must notify base security at the time.
2. 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, streets, sidewalks and common areas in the housing communities. This does not apply to a yard or carport, at the resident address.
3. All children 12 years and under must be supervised at all times when outside while staying in the R.V. Parks.

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Emergency Information

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

911

Please tell person answering telephone you are located at NCBC – Gulfport, MS

Non-Emergencies – Please Call 228-871-2555

2. Any and all chemical spills (this includes fuel) must be reported to NCBC Security (**911- Tell person you are located NCBC – Gulfport MS**) and the RV Park Manager as soon as possible.

Active Duty Consideration

Though all RV Parks run by MWR Departments are considered Recreational Lodging and not intended for homesteading, local leadership supports long-term stay (exceeding 6 months) of active service members assigned to NCBC or a tenant command onboard NCBC, due to the high tempo of the local climate and duty rotations schedules. However, the following requirements apply in order to maintain this privilege of consideration:

1. All Active Duty Military Personnel will be required to fill out an **Emergency Contact Information** form located in the RV Park office in case there are emergent issues requiring contact with the RV owner, or his/her legal designee. Such issues include but are not limited to severe weather treats, theft or vandalism, fire, or mandatory evacuation called by base authorities.
2. During the service member's absence from the RV Park, all rent must be paid in advance.
3. In the event that a service member is required to be gone longer than 60 days from their unit for any reason, their RV unit must be removed from the park. (i.e. such reasons include deployments, TAD/TDY, or approved leave periods)
4. Failure to comply by the guidelines of this consideration will result in the RV being towed and stored at the owner's expense.

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SECTION III – PET POLICIES

1. **A Maximum of two (2) domestic animals are permitted per R.V.**

Two dogs, **Two** cats or **One** of each are authorized in the RV Park.

Must have current immunization records in R.V. and must present them upon request. Pet owner is responsible for having immunizations up to date.

ALL PETS will be registered at the R.V. Park Office, i.e. breed of dog(s) that will be staying at your R.V. Site. This will be entered into your portfolio.

2. **All pets are required to be on a leash at all times and must be supervised by the owner of said pets at all times. Leashes will not exceed 6 feet in length. NO EXCEPTIONS!**

3. It is the responsibility of the pet owner to pick up after their pet. Failure to do so will result in revocation of pet privileges while staying in the park.

4. **Unattended pets are unauthorized.** Tethering of pets outside the RV is unauthorized unless the patron is outside with the pet.

5. Pet owners must ensure their pets are not a nuisance or disturb other guests at the park. This includes constant barking, howling, running loose, etc.

6. Pets are not allowed in the RV Park office, laundry, shower facilities or park shed. Exceptions to this requirement are for **Service Dogs and during Severe Storm you are sheltering in the Restrooms.**

6. Exotic pets are not permitted – only dogs, cats, birds or fish.

7. No “visiting” pets are permitted without prior approval.

8. Your pet must remain on your RV 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 at the Seabee Recreational Park. These areas are posted by signs indicating the pet walk area.

9. **Any breeds that are considered aggressive are not permitted, such as but not limited to: Akita, American Bull Dog, Chow, Doberman, Rottweiler and Pitbull (i.e., American Pitbull Terrier, Red Nose American Pitbull Terrier, Blue Nose American Pitbull Terrier, American Staffordshire Terrier, American Staffordshire Bull Terrier, and American Bully).**

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10. Any animal with a known history of human aggressive behavior is prohibited from the RV Park. Any animal that demonstrates human 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.

11. **ASSISTANCE ANIMALS:** Animals trained as assistance animals (Service Dogs) or for use by individuals with handicaps are not considered pets.