U.S. Department of Homeland Security

United States Coast Guard

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BMBINST 1710.2A

AUG 29 2012

BASE MIAMI BEACH INSTRUCTION 1710.2A

Subj: INFORMATION AND RESERVATION PROCEDURES FOR THE RECREATION FACILITIES AT MARATHON, FLORIDA

Ref: (a) Coast Guard Morale, Well-being, and Recreation (MWR) Manual, COMDTINST M1710.13 (series)

1. PURPOSE. This instruction promulgates regulations and procedures for reserving recreation facilities located at Marathon, Florida, which includes cottages, recreational vehicle (RV) pads, and morale boats.

2. ACTION. All unit Commanding Officers and Officers-in-Charge shall give this instruction the widest dissemination possible.

3. DIRECTIVES AFFECTED. BMBINST 1710.2 is hereby cancelled.

4. DISCUSSION. The recreation facilities at Marathon, Florida are located at Coast Guard Station Marathon at mile marker 48, on the west side of U.S. Route 1 in the heart of the Florida Keys. Facility rental by authorized patrons include four one-bedroom cottages, four RV pads and three recreation boats. Reservations for the cottages and RV pads are made through Base Miami Beach (BMB) and boat rentals are reserved on-site via the Marathon Lodge Hosts.

5. PROCEDURES, RULES AND REGULATIONS. The following procedures and regulations are established to guide the operation of these facilities.

   a. Eligible patrons are defined as per Chapter 3 of reference (a) and listed in Enclosure (3). Please address questions regarding eligibility by calling (305) 535-4565.

   b. Periods of Operation. The facilities are open year-round, except when necessary to close due to inclement weather conditions, maintenance, repairs or operational requirements. If the facility closes due to an unexpected event, the scheduled sponsor will be contacted by BMB and given the option to reschedule their reservation.

   c. Cottage Reservations Procedures.

      (1) Please use enclosure (1) to reserve a cottage. Forward the completed application, along with full rental payment to BMB. Applications are accepted up to six months in advance. Minimum rental period is two days; maximum rental period is 14 days. A maximum of two cottages may be reserved by a sponsor.

(2) BMB will prioritize booking cottages as follows: All active duty members and their dependents will be booked up to six months in advance. All other eligible patrons will be booked three months in advance of the reservation date.

(3) Reservations will not be accepted or confirmed by telephone. Cottage reservations will be confirmed only by email or fax. Reservations are not confirmed until the sponsor receives approval application from BMB.

d. Recreation Vehicle Pad Reservation Procedures.

(1) Please use Enclosure (1) to reserve an RV pad. Forward the completed application, along with full rental payment to BMB. Applications may be submitted up to one year in advance of the reservation. Reservations can be made for up to 14 days.

a. RV pad reservations can be submitted via fax, email, or walk-in basis, on a first come, first-served basis at the BMB office. RV pad reservations will be confirmed only via email or fax. Reservations are not confirmed until the sponsor receives approval application from BMB.

(1) Telephone inquiries will be accepted concerning the availability of the facilities. Tentative reservations will be accepted by telephone, based upon completion of a reservation form and full rental payment returned to BMB within two days of the telephone call.

(2) Multiple reservations by the same applicant can be arranged, provided that there are at least 30 days between the previous checkout date and the new check in date.

(3) Each RV must be self-contained. No dry camping tents are allowed since there are no shower/bath facilities available on site. Water, electric, and sewage hookups are included with each pad. No bulk sewage dumping is allowed because the area is environmentally sensitive and there is no separate pumping station available on-site to handle large scale sewage dumping.

(4) A maximum of two (2) vehicles in each trailer pad are allowed. Examples of vehicles include: RV "fifth wheels," trailered motorcycles, cars, trucks, and trailers. Patrons are responsible for providing off-base parking for any additional vehicles.

(5) Maximum lengths and widths of RV pads lots are as follows: Pad 1 – 58' x 15'; Pad 2 – 69' x 26'; Pad 3 – 70' x 18' and Pad 4 58' x 26'. BMB will work to accommodate requests based on space availability and size of the RV.

e. Cottage and RV Pad Check-In/Checkout.

(1) Check-in time for the cottages is between 1400 and 1800 hours. An approved application, payment receipt and valid military/civilian identification will be required

by the Marathon Lodge Host upon check-in.

(1) RV pad rental arrivals are advised to contact the Marathon Lodge Host in advance by calling (305) 743-3549, and advise of their estimated time of arrival. RV rentals must be assisted by the Marathon Lodge Host to guide transit to their RV pad.

(2) There are restricted areas on the base that are off limits to cottage and RV pad guests. The Marathon Lodge Host will point out these off-limits areas upon check-in.

(3) If travel arrangements require check-in time after 1800 hours, please contact the Marathon Lodge Host at (305) 743-3549. For late check-in, a $15.00 late check-in fee will be assessed.

(4) Because vehicle parking is limited, only one parking space is allotted per cottage.

(5) Check-out time for both the cottages and RV pads is prior to 1200 hours. A $50.00 per hour late checkout fee will be assessed. Failure to check-out with the Marathon Lodge Host and failure to clean the cottage may result in a $50.00 cleaning fee billed directly to the sponsor, and future revocation of privileges.

f. Schedule of Rental Fees.

(1) Cottage Rental Fees are $95.00 per day, RV Pad Rental Fees are $30.00 per day and recreational Boats Rental Fees are $95.00 per day.

(2) Rental fees are subject to change without notice.

g. Payment of Rental Fees.

(1) MasterCard or Visa credit cards are accepted for payment. Payment may also be made by check or money order, payable to "Base Miami Beach MWR Fund." Cottage and RV pad rental fees may be mailed to Commanding Officer, Base Miami Beach, 100 MacArthur Causeway, Miami Beach, FL 33139-5101.

(2) All boat rental fees will be paid daily to the Marathon Lodge Host prior to boat departure and after float plans are completed. No advance boat rental fees will be accepted.

h. Cancellation of Reservations.

(1) BMB shall be notified immediately of cancellations by the applicant. A 30-day advance notice is required to receive refund on a canceled reservation. A 5 percent processing fee will be assessed to all refunds. No refunds will be issued for cancellations made 29 days or less prior to the reservation date.

(2) If cancellation is due to an emergency beyond the control of the applicant (i.e., military orders, hospitalization, or death in the immediate family) payment will be refunded

regardless to the date; however, proof of the emergency is required (copy of military orders, doctor's slip, etc.).

i. Occupancy.

(1) Maximum occupancy of each cottage is 5 persons, including infants and children.

(2) Only vehicles may occupy an RV pad. Dry camping and tents are not permitted.

(3) Failure to follow cottage or RV pad facility rules and regulations may result in denial of future use of the facilities.

(4) BMB shall assign and approve all guests to the cottage, as reservations are not transferrable. No other person(s) may occupy the cottage without the approval of BMB.

j. Termination for Cause. The sponsor will be held responsible for the conduct of their guests. The recreational facilities are not to be used for any illegal or improper purposes.

k. Guests. Guests, including children, must abide by all rules and regulations applicable to the sponsor. Children must remain under the direct adult supervision.

l. Pets.

(1) Cottages: Pets are not permitted in the cottages, except for certified service animals for disabled patrons. Please provide notification of service animals when applying for reservations. No pets are allowed to be tied up outside the cottages.

(2) RV Pads: Pets are permitted at the RV sites and in personal RVs. Pets must be leashed and attended when outdoors, and are not to be left secured and unattended outside the RV. Owners must walk pets along the station perimeter, and clean up after their pets by promptly removing and disposing of pet waste.

m. Smoking. Smoking is not permitted inside the cottages, but is permitted in designated areas outdoors.

n. Recreation Boats.

(1) Recreation boats are available for rent on a day-to-day basis for those sponsors who rent recreation cottages and trailer pads. Advance reservations are not permitted. First priority is given to persons renting the cottages; second priority is given to persons renting the RV pads. Boats are not available for rental on Federal holidays or when the Marathon Lodge Host is absent from the facility.

(2) The Marathon Lodge Host will ensure that the person checking the boat out is qualified to handle it as set forth in Chapter 5-B-8 of reference (a). The Marathon Lodge Host is the final authority on determining whether a person requesting a boat is qualified to safely operate the vessel.

(3) Sponsors may checkout boats any time after 0800, but must return them to the Marathon Station pier no later than 1645. The sponsor will provide a float plan to the Marathon Lodge Host prior to departing from the station. Upon return of the recreational boat to the station, the sponsor must pay for the fuel used and be accompanied by the Marathon Lodge Host during the refueling process.

(4) The sponsor is responsible for reimbursing any damages to the boat incurred during the rental period. The sponsor will be billed for damages after estimates are received for repair work. It is the responsibility of the sponsor to report any malfunctions and/or possible damages to the Marathon Lodge Host upon return to the pier. The sponsor is responsible for cleaning the boat upon returning to the station.

(5) Sponsors and their guests may provide their own fishing equipment and tackle, or rent equipment from our MWR Mini-Mart store on the premises.

(6) No personal recreation boats or watercraft are allowed on the station, in the station boat basin, or tied up to the station seawall, including boats rented elsewhere.

6. INFORMATION ON THE MARATHON AREA. Additional information on the Marathon facility may also be obtained through the BMB MWR web page on the Internet: http:/www.uscg.mil/mlclant/iscmiami/index.htm).

7. REQUEST FOR CHANGES. Units and individuals may recommend changes by contacting BMB, attention: Directives Coordinator.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local law or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on

Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

10. FORMS/REPORTS. None.

M. A. JACKSON

Encl: (1) Marathon Recreational Cottage/Vehicle Trailer Pad Facilities Rental Application
(2) Privacy Act Statement
(3) Eligible patrons/Rental Fees

MARATHON RECREATIONAL VEHICLE TRAILER PAD FACILITIES

NAME: LAST, FIRST, MIDDLE INITIAL _____ **RANK or PAY GRADE** _____

Branch of Service/Department: _____ **Active Duty Member ( ) Active Duty Dependent ( )**
All Other Eligible Patrons: (State why you are eligible). Example: U. S. Army Retiree Member

DUTY STATION/ WORK ADDRESS _____ **HOME ADDRESS:** _____

WORK PHONE: _____ **HOME PHONE:** _____

E-MAIL ADDRESS: _____ **CELL PHONE NO:** _____

RESERVATION DATES REQUESTED:

Arrival: _____ **Departure:** _____ **No. Of Nights** _____

No. of Guests: _____ Names of Guests: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

Full payment required with application. Rental rates are listed on Enclosure (2) are subject to change without notice. Credit cards VISA or MasterCard accepted or make check/money order payable to: "Base Miami Beach MWR". Maximum of 14 nights! All motor coaches/trailers must be self-contained.

Make of Motor Coach/Trailer	Model	Year	Color	License Plate No.	State

Size of Motor Coach/Trailer (Including Slide-Out): Length_____ (ft) Width _____ (ft)

Car/Truck _____

VISA or MASTERCARD _____ Exp Date_____ Billing Zip Code _____

Credit card total amount: $ _____ Check or money order amount enclosed: $_____

Date: _____ Signature of Applicant: _____

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Action by reservation approving authority: RV Slot No. _____

Period of Stay: From: _____ To: _____ Rental Fee Received: $_____

Check in time: 1400 to 1800 hours. Due to parking space constraints, no early check-ins. **Check out time: 0800 to 1200 hours.**

Application returned due to the following reasons: Dates requested are full ( ),
Application received after trailer pad booked ( ), Other: _____

Date: _____ Signature: _____

All applicants must read the Privacy Act Statement and the Statement of Understanding and indicate they have read it by signature below.

Privacy Act Statement

In accordance with 5 United States Code (USC) 522(e)(3), the following information is cited when you are providing personal information to the U. S. Coast Guard.

Authority that authorized solicitation of the information: 14 USC 632.

Principal purpose for which information is intended to be used: To provide the U. S. Coast Guard with sufficient information to evaluate the request for use of the recreation facilities under the auspices of Coast Guard Base Miami Beach.

The routine use that may be made of the information: To provide a record of all applications for use of the Marathon recreation facilities controlled by Coast Guard Base Miami Beach.

Disclosure: Voluntary; however, failure to provide the information may result in disapproval of the application.

Statement of Understanding

I have read and understand the contents of BMBINST 1710.2 (series) concerning the responsibilities of applicants who use the recreation facilities at U. S. Coast Guard Station Marathon, FL. I certify that my guests and I will abide by all the rules and regulations applicable to the use of these facilities. I certify that I will accept full responsibility for the facilities and equipment that are assigned to me during my period of occupancy and that I will be liable for any damages thereto. I further certify that I understand that the U. S. Coast Guard (an agency of the Federal Government) is not liable for any accident, including death that should occur while my guests or I occupy the recreation facilities or rent any equipment.

Date: _____ Signature of Applicant: _____

ELEGIBLE PATRONS

(1) Active duty and their dependents of the U. S. Armed Forces (Coast Guard, Army, Air Force, Navy and Marines); members of the ready reserve, reserves in training, members of the National Guard and their dependents; military Cadets of Service academies and their families; commissioned corps of the Public Health Services and their dependents; National Oceanic and Atmospheric Administration (NOAA) on active duty; retirees of the U. S. Armed Forces and their dependents; and other authorized patrons of the morale-well-being and recreation programs, including but not limited to: honorably discharged veterans with disabilities and their dependents; Medal of Honor recipients and their dependents; unremarried surviving spouses of military personnel; DHS/DOD appropriated and non-appropriated funded active and retired civilian personnel and their dependents; Coast Guard Auxiliarists; and other individuals entitled to commissary and exchange privileges.

(2) If you have any questions regarding patron eligibility, please contact our office at (305) 535-4565.

MARATHON RECREATIONAL FACILITY SCHEDULE OF FEES

COTTAGES (per day)	$95.00
RECREATIONAL VEHICLE TRAILER PADS (per day)	$30.00
BOATS per day (or any portion of the day)	$95.00*

* Plus fuel. No one allowed out by themselves, for safety reasons. Rentals are available seven days a week. Boats are not available on Federal Holidays or when the Lodge Host is absent from the facility.

MARATHON MINI-MART STORE

On base, we have a MWR mini-mart store filled with top quality products at substantial discounts. We offer such items as hats, suntan lotions, bait, tackle, ice, fishing poles, snorkel gear, dive flags, tee shirts and other point of sale products for our customers. We have a snack machine and a soda machine; however, we do not carry groceries. Large grocery stores are located within 3 miles of the base. We have a small inventory of rental items including fishing poles, dive flags, snorkels, and fins. The store is open seven days a week except on Federal holidays or when the Lodge Host is absent from the facility.

BOAT DAMAGE FEES

The sponsor is held accountable for any damages incurred during the operation or docking of the recreational boat rented to him/her. Items include but are not limited to lost or damaged propellers, skeg's, fenders, ring buoys, dive flags and floats, first aid kits, flare kit, fire extinguisher, ripped upholstery's, damaged lower unit, engine, hull, missing anchor, etc. The Lodge Host will get a written estimate for the damage and/or missing item and present it to you for payment.

PRICES AND FEES ARE SUBJECT TO CHANGE