U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
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Personnel Services and Support Unit

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PSSUMIAMIINST 1710.2C
DEC 14 2009

PERSONNEL SERVICES AND SUPPORT UNIT (PSSU) MIAMI INSTRUCTION 1710.2C

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. ISCMIAMIINST 1710.2B dated 06 Dec 04 and ISCMIAMIINST 1710.3C of 06 Dec 04 are hereby cancelled.

4. DISCUSSION. Coast Guard recreation facilities at Marathon, Florida are located at Coast Guard Station Marathon on Vaca Key at mile marker 48 on 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 morale boats. Reservations for cottages and RV pads are made through PSSU Miami (pm), 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 recreation 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 PSSU Miami (pm) and given the option to reschedule their reservation.

   c. Cottage Reservation Procedures.

      (1) Use either the following web link: **Application for Marathon Recreational Cottage,** or Enclosure (1) to reserve a cottage. Forward a completed application, along with full rental payment to PSSU Miami (pm). 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) PSSU Miami (pm) 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 via email or fax. Reservations are not confirmed until the sponsor receives approved application from PSSU Miami (pm).

d. RV Pad Reservation Procedures.

(1) Use either the following web link: **Application For Marathon Recreational Vehicle Trailer Pad Facilities** or Enclosure (2) to reserve a RV pad. Forward a completed application, along with full rental payment to PSSU Miami (pm). Applications may be submitted up to one year in advance of the reservation. Reservations can be made for up to 14 days.

(2) RV pad reservations can be submitted via fax, email or on walk-in basis, on a first come, first-served basis at PSSU Miami (pm) office. RV pad reservations will be confirmed only via email or fax. Reservations are not confirmed until the sponsor receives approved application from PSSU Miami (pm).

(3) 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 PSSU Miami (pm) within 2 days of the telephone call.

(4) 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.

(5) Each RV must be self-contained. No dry camping or 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.

(6) 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.

(7) 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'. PSSU Miami (pm) 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 both the cottages and RV pads 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.

(2) 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.

(3) 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.

(4) 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.

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

(6) Check-out time for both the cottages and RV pads is prior to 1200 hours. A $50.00 per hour late check out 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 to the sponsor, and future revocation of privileges.

f. Schedule of Rental Fees.

(1) Cottage Rental Fees are $80.00 per day, RV Pad Rental Fees are $25.00 per day and Recreational Boats Rental Fees are $80.00 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 "PSSU Miami MWR Fund". Cottage and RV pad rental fees may be mailed to Commanding Officer, PSSU Miami (pm), 100 MacArthur Causeway, Miami Beach, FL 33139-5101.

(2) 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) PSSU Miami (pm) shall be notified immediately of cancellations by the applicant. A 30-day advance notice is required to receive a 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 a situation or 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.

i. Occupancy.

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

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

(3) Occupancy is not permitted without the sponsor being present.

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

(5) PSSU Miami (pm) shall assign and approve all guests to the cottage, as reservations are not transferable. No other person(s) may occupy the cottage without the approval of PSSU Miami (pm).

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 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. Recreational 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 check out 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 boat malfunctions and/or possible damage 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 the MWR Mini-Mart store on 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.

INFORMATION ON THE MARATHON AREA.

o. Additional Information. Information on the Marathon facility may also be obtained through the PSSU Miami MWR web page on the Internet: http://www.uscg.mil/mlclant/iscmiami/MWR/mwrMarathon.asp

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction, and have been determined to be not applicable.

8. FORMS AND REPORTS. None.

C. D. BALBONI

Encl: (1) Marathon Recreational Cottage Rental Application
(2) Marathon RV Pad Rental Application
(3) Eligible patrons and Schedule of Rental Fees

MARATHON RECREATIONAL COTTAGE RENTAL APPLICATION

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

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

DUTY STATION/WORK ADDRESS: _____ _____

HOME ADDRESS: _____ _____

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

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

RESERVATION DATES REQUESTED:

1ST Choice From: _____ To: _____
2nd Choice From: _____ To: _____
3rd Choice From: _____ To: _____

RECREATON BOAT REQUESTED:

YES ( ) NO ( )

No. of nights requested: _____
OVERNIGHT GUESTS: TOTAL OF 5 PERSONS PER COTTAGE, INCLUDING INFANTS.

NAME:	AGE:	RELATIONSHIP (IF APPLICABLE)

Full payment required with application. Rental rates are subject to change without notice. Make check/money order payable to: "PSSU MIAMI MWR FUND". Credit cards VISA or MasterCard accepted (Maximum of 14 nights).

NOTE: SPONSOR MUST BE PRESENT DURING STAY. NO PETS (Except Certified Service Animals)

VISA or MASTERCARD _____ Exp Date_____ Billing Zip Code _____

Credit card total amount $_____ Check or money order amount enclosed. $_____
Date: _____ Signature of Applicant: _____

****
Action by reservation approving authority: COTTAGE NO. _____

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

Check in time: 1400 to 1800 hours. Check out time: 0800 to 1200.

Application and check returned due to the following reasons: Dates requested are full ( ),
Application received after cottages were booked ( ), other _____.

Date: _____ Signature: _____
PSSU Miami (pm)

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 Personnel Services and Support Unit Miami.

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 Personnel Services and Support Unit Miami.

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 PSSUMIAMIINST 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, which 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; unmarried 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)	$80.00
RECREATIONAL VEHICLE TRAILER PADS (per day)	$25.00
BOATS per day (or any portion of the day)	$80.00*

* Plus fuel. Rentals are available seven days a week, except on Federal Holidays or when the Lodge Host is absent from the facility.

MARATHON MINI-MART STORE

The MWR Mini-Mart store is located across from the cottages, and has top-quality products for sale at substantial discounts. Items offered include hats, suntan lotions, bait, tackle, ice, fishing poles, snorkel gear, dive flags, tee shirts and other products. We also have a snack machine and a soda machine. Large grocery stores are located within 3 miles of Station Marathon. The Mini-Mart also offers rental items including fishing poles, dive flags, snorkels, and fins. The store is open daily, except on Federal holidays or when the Marathon Lodge Host is absent from the facility.

BOAT DAMAGE FEES

The sponsor is responsible for reimbursing 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, skegs, fenders, ring buoys, dive flags and floats, first aid kits, flare kit, fire extinguisher, ripped upholstery, 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 for payment.

PRICES AND FEES ARE SUBJECT TO CHANGE