

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard

Bldg. 5205, MWR Admin
Air Station Cape Cod, MA
02542-5024
Staff Symbol: MWR
Phone: (508) 968-6447

AIRSTANOTE 1710.6

CANCELLED: 31JAN05

AIR STATION CAPE COD NOTICE 1710

Subj: REMOTE TEMPORARY RECREATIONAL HOUSING FACILITIES

Ref: (a) AIRSTAINST 1710.1A, Air Station Cape Cod Morale, Well-Being and
Recreational Manual
(b) COMDTINST M1710.13A, Coast Guard Morale, Well-Being and Recreation
Manual

1. PURPOSE. This notice provides information concerning remote temporary homes located on Nantucket Island and Martha's Vineyard, Massachusetts. The Coast Guard Air Station Cape Cod Morale, Well-Being and Recreation (MWR) Department manages both units.
2. ACTION. The enclosed information will be given widest dissemination to include a postcard mailing to all registered parties on file from the past twenty-four (24) months.
3. DIRECTIVES AFFECTED. This information will be included in a future change to reference (a).
4. DISCUSSION.
 - a. The Coast Guard Air Station Morale, Well-being and Recreation Department manages one house and one lighthouse available for year round rental. The Housing Program/Office may take these units back at any time to accommodate Permanent Change of Station (PCS) families moving into these remote locations. **There is a REAL possibility of being bumped by an inbound PCS family, particularly during the busy summer transfer season.** MWR has no control over this situation. If this occurs, you will be given the opportunity to reserve another open time period or receive a full refund of your payment.
 - b. This notice establishes the policies, regulations and procedures for the management of the facilities. Enclosure (1) is the only reservation form that will be accepted. **All incomplete applications or older reservation forms will be returned to sender.**
 - c. The recreation facilities consist of one 3-bedroom cottage and one-4 bedroom house. The 3-bedroom cottage located at West Chop and the house located on Nantucket are both open for all eligible personnel.

d. All reservations for the facilities are handled through the MWR's Ticket Office located on Air Station Cape Cod, Bldg. 5210. For further information on the facilities or availability during a specific time period, call (508) 968-6447. Please note: Due to heavy demand it may be necessary to leave a message. Someone will call you back within three working days. For emergencies call MWR Admin (508) 968-6479.

5. PROCEDURES, RULES AND REGULATIONS. The following procedures and regulations are established to ensure the successful operation of this program.

a. **NOTE:** It is very difficult and costly to make reservations for your vehicle on the Island Ferries. You are advised to make these reservations as soon as possible once your reservation is confirmed. MWR is not liable for any transportation costs on or off the islands. The Ferry phone number is (508) 477-8600.

b. Eligibility. Eligibility will be as per Chapter 3 of reference (b).

c. Operation.

(1) The facilities on both islands will be opened year round. Maintenance may be scheduled during the months of January through March. When a non-scheduled repair occurs, the MWR staff will notify the scheduled applicant as soon as possible by telephone. The applicant will be given the choice of a full refund or selecting another **open** time period.

(2) Houses will be reserved on a first come, first served basis during the calendar year. More information will be discussed under "reservations" in this document.

d. Rental Rates

For the **Nantucket House ONLY:**

Off-Season (11/1-3/31)	Seasonal (4/1-10/30)
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<u>SPONSOR'S PAY GRADE</u>	<u>DAILY RENTAL RATES</u>
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E-1 to E-9, GS-1 to GS-6 and Cadets.....	\$60.00/day	\$85.00/day
O-1 to O-4, W-1 to W-5, GS-7 to GS-12 and Auxilliarists	\$70.00/day	\$95.00/day
O-5 to O-10 and GS-13 and above.....	\$90.00/day	\$125.00/day

The **West Chop Lighthouse** will be available to all ranks at the West Chop rates of: \$90.00 off season (11/1-3/31) and \$125.00 on season (4/1-10/31).

e. Payment of Rental Fees

All rental fees must be submitted with the reservation application. All payments will be made by credit card, money order or check payable to "USCG AIR STATION CAPE COD MWR." DO NOT SEND CASH! Payments will be processed when reservation is confirmed.

f. Reservations.

- (1) Reservations can be made for a minimum of two nights to a maximum of 7 nights. Check in time will be 1500-1800 on day of arrival. Check out time will be 1100 on the day of departure. **Early arrivals are not permitted without the prior approval of MWR.** Enclosure (1) is the Recreational Facilities Reservation Form.
- (2) Active duty members of any service may make reservations up to one hundred twenty (120) days in advance of the requested arrival date. All other eligible patrons may make reservations up to ninety (90) days in advance of the requested arrival date. MWR will accept reservations beginning at 1000 EST/EDST on the authorized date. For example: a reservation faxed and received at 0959 EST/EDST on the authorized date will be rejected. Reservations will be accepted via either fax, mail, or in person in accordance with the time frame outlined above, in the order they were received. For example: if a fax is received at 1000 and someone walks in the door at 1001 wanting the same reservation dates, the faxed reservation will be accepted and the walk-in rejected. Reservations will be confirmed as soon as possible.
- (3) The Recreational Facilities Reservation Form (enclosures 1 and 2), along with the complete rental payment for the period requested, shall be sent to:

MWR Director
Attn: MWR-Morale House Reservations
USCG Air Station Cape Cod
Air Station Cape Cod, MA 02542-5024

Enclosures (1) and (2) will be accepted by fax at (508) 968-6443. **NOTE:** The order of receipt at the Ticket Office determines first come basis. We receive mail in the afternoon so any faxes received before the mail arrival would have priority.

- (3) Availability information can be viewed on the Air Station Cape Cod website at <http://www.uscg.mil/d1/units/ascapecod/MWR/RF/recfacilities.htm>. Sorry, no reservations will be accepted via telephone or email.

g. Confirmation of Reservations.

- (1) You will receive a confirmation letter with your approved dates via US Mail.
- (2) The applicant must show military/civilian ID cards at check-in.

h. Check-in/Check-out.

- (1) When you receive your confirmation letter please contact the caretaker to arrange a check-in time. The caretaker's telephone number will be on the confirmation letter. Failure to notify the caretaker of a late arrival will result in **A LATE ARRIVAL CHARGE OF \$25.00.**
- (2) Checkout time is 1100 on the last day of occupancy. **LATE CHECKOUTS WILL ALSO BE ASSESSED A FEE OF \$25.00.**

i. Cancellation of Reservations.

- (1) MWR shall be notified immediately if a member will not be able to utilize their reservation. Notification must be made at least 14 days prior to the reservation in order to receive a refund of payment.
- (2) No refunds will be approved if notification is received within 14 days of the reservation unless it is due to an emergency beyond the control of the member (i.e. military orders, operational necessity, hospitalization, and death in the immediate family). In these cases, payment will be refunded; however, proof of the emergency will be requested (copy of orders, doctor's slip, etc.)
- (3) Persons who have paid for reservations, but fail to show for the dates reserved without notice of cancellation, will not receive a refund. MWR will hold your reservations for only 24 hours if you fail to show or fail to contact us.

j. Occupancy of Recreational Facility.

- (1) Extensions of occupancy may be approved by request on a case-by-case basis if the facility has not been reserved.
- (2) Maximum occupancy of the facility is limited to the number of beds available. Waivers may be granted to this on a case-by-case basis with approval from the MWR Director of Air Station Cape Cod.
- (3) Occupancy is not permitted without the sponsor being present (except for widow(er)s and orphans). Occupancy privileges may not be transferred.

k. Termination for Cause.

- (1) The MWR Director can terminate facility occupancy for cause at any time deemed necessary. The occupants will be required to vacate when so directed. The final determination to revoke future privileges will be made by the MWR Director of Air Station Cape Cod.
- (2) The premises are not to be used for any illegal, improper, or immoral purpose whatsoever.

l. Guests/Children

- (1) Guests are allowed, provided they are indicated on the reservation application. Guests must abide by the rules and regulations applicable to the sponsor. The sponsor will be held responsible for the behavior and conduct of their guests.
- (2) Because of the dangers inherent in the close proximity of the open ocean at West Chop Lighthouse and Nantucket, the sponsor must maintain close supervision and is responsible for all children in their party.

m. Fog Horn.

- (1) The West Chop Lighthouse unit is located on property with an operational lighthouse and foghorn. Guests are advised that it is a federal crime to tamper with or obstruct the operation of a navigational aid.
- (2) The foghorn is located on the property between the facility and the beach on ground level. The activation of the foghorn is automatic and may activate at anytime. All guests must take precautions when near or in front of the foghorn.
- (3) MWR will not be held responsible for any malfunctions of the foghorn. For example, if the foghorn malfunctions and continuously emits noise throughout the night, no refunds will be given.

- n. Pets/Smoking: Pets are **NOT PERMITTED** at any of the locations. Smoking is **NOT PERMITTED** inside any government building. This includes the houses located at Nantucket and Martha's Vineyard. Violation of either policy will result in immediate eviction from the facility.

6. DESCRIPTION:

- a. Nantucket House – Ranch style house with four bedrooms and two full baths. Maximum sleeping arrangements are for 12 (including sleeper sofa). Three bedrooms have queen-size beds, and the other has two sets of bunk beds. The house is within walking distance of the beach. The beach has no lifeguard.
- b. West Chop Lighthouse – A two story single-family house with three bedrooms and one full bath on the second floor. The master bedroom has a queen-size bed; the other bedrooms have full size beds. The living room is equipped with a sleeper sofa. Maximum occupancy is 8.
- c. Each living room is furnished with a couch, chair, 19" TV and VCR. The kitchens are fully equipped with table, chairs, microwave oven, coffeemaker, and toaster. A washer and dryer are also provided in each unit. Bicycles and porta-cribs may be available. Contact the facility caretaker to confirm availability of items prior to your arrival.

- d. Linens and towels are provided and **must be laundered prior to departure**. An exception to this policy is the West Chop Lighthouse quarters where the cost of cleaning has been incorporated into the rental rate.

7. FORMS. Enclosures (1) and (2) may be reproduced locally.

D. S. BRIMBLECOM

Encl: (1) Recreational Facilities Reservation Form
(2) Privacy Act Statement (Must be signed)

RECREATIONAL FACILITIES RESERVATION FORM

NAME: LAST FIRST MI	RANK	SPONSOR SSN									
UNIFORMED USCG () USN () USMC () SERVICE: USAF () USA () NOAA () USPHS ()	STATUS										
DUTY STATION (IF APPLICABLE)	HOME ADDRESS (INCLUDING ZIP CODE)										
WORK PHONE (WITH AREA CODE)	HOME PHONE (WITH AREA CODE)										
RESERVATION DATES REQUESTED: PRIMARY Check In: Check Out: 1 ST ALT Check In: Check Out: 2 ND ALT Check In: Check Out:	UNIT REQUESTED WEST CHOP LIGHT () NANTUCKET ()	NUMBER OF PEOPLE STAYING IN THE UNIT:									
RENTAL RATES: For the Nantucket House ONLY: <div style="display: flex; justify-content: space-around; margin-left: 100px;"> (11/1-3/31) (4/1-10/31) </div> <table style="width: 100%; margin-left: 50px;"> <tr> <td>E-1 to E-9, GS-1 to GS-6 and Cadets</td> <td>\$60.00/Day</td> <td>\$85.00/Day</td> </tr> <tr> <td>O-1 to O-4, W-1 to W-5, GS-7 to GS-12, and Auxilliaries</td> <td>\$70.00/Day</td> <td>\$95.00/Day</td> </tr> <tr> <td>O-5 to O-10, and GS-13 and above</td> <td>\$90.00/Day</td> <td>\$125.00/Day</td> </tr> </table> <hr/> For the West Chop Light House ONLY:\$90.00/Day \$125.00/Day # of nights _____ X Daily Rate _____ = PAYMENT ENCLOSED: \$ _____ MAKE CHECK PAYABLE TO "USCG AIR STATION CAPE COD MWR" CREDIT CARDS (circle one) VISA/MC/DISCOVER/AMEXP CARD # _____ Expiration Date _____ Signature: _____			E-1 to E-9, GS-1 to GS-6 and Cadets	\$60.00/Day	\$85.00/Day	O-1 to O-4, W-1 to W-5, GS-7 to GS-12, and Auxilliaries	\$70.00/Day	\$95.00/Day	O-5 to O-10, and GS-13 and above	\$90.00/Day	\$125.00/Day
E-1 to E-9, GS-1 to GS-6 and Cadets	\$60.00/Day	\$85.00/Day									
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O-5 to O-10, and GS-13 and above	\$90.00/Day	\$125.00/Day									

ACTION BY RESERVATION APPROVING AUTHORITY: APPROVED / DISAPPROVED	
RESERVATION CONFIRMED FOR THE PERIOD OF: FROM _____ (1500-1800 HOURS) TO _____ (1100 HOURS).	
RENTAL FEE RECEIVED / RETURNED: \$ _____	
COMMENTS: _____ _____	
_____ RESERVATION OFFICIAL	_____ DATE

All applicants must read the privacy act statement and the statement of understanding and indicate they have read it by signature at the bottom of this page.

Privacy Act Statement

In accordance with the 5 USC 522 (E) (3), the following information is provided to you when providing personal information to the U.S. Coast Guard:

Authority which Authorized Solicitation of the Information: 14 USC 2.

Principal Purpose for which Information is intended to be used:

1. Provides the administrator with the number of persons intending to use the facility so that a convenient time of use can be scheduled.
2. Provides the administrator with inclusive dates of intended occupancy. The information is necessary for scheduling and assignment of periods of occupancy.
3. Provides information to determine and ensure that those seeking to use the facility are, in fact, eligible to use the facility in accordance with current directives.
4. Provides a record of who is using the facility at what time for purposes of emergency contact and assessing any damage to the facility.
5. Provides a listing of all occupants at the facility at any given time for safety reasons in case of fire and other emergencies, which require the evacuation of the building.

The routine use of the information is for the evaluation within the Air Station Cape Cod Morale, Well-Being, and Recreation Department to determine eligibility for use of the facility and the scheduling of same, assessment of any damage to the facility, and return lost items to owners.

Disclosure of this information is voluntary and not required. However, failure to provide it may result in cancellation of the request.

STATEMENT OF UNDERSTANDING

In consideration for the use of the Facility, I agree to the following payment in accordance with the current rental rate schedule.

1. I understand that the U.S. Government is not liable for any accident that might occur while my family, dependents, and/or guests occupy the facility.
2. I agree to leave the facility in a clean and neat condition ready for the next occupant to include washing, drying, and folding the laundry.
3. I understand that I will be held liable for all damages to the facility caused by my family, dependents, and/or guests.
4. I understand and agree to the requirements of AIRSTANOTE 1710 concerning the use of the facilities.
5. I understand that NO PETS are allowed.
6. I understand I may be bumped by PCS personnel.
7. I understand that MWR is not liable for any transportation costs on/off the island.

Signature of the applicant/sponsor