

U.S. Department of
Homeland Security

United States
Coast Guard



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U. S. Coast Guard
Air Station Atlantic City

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AIRSTAACYINST 1710.4B
8 MAR 2007

AIR STATION ATLANTIC CITY INSTRUCTION 1710.4B

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

Ref: (a) Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
(b) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. PURPOSE. This instruction establishes procedures, regulations, and provides information about Townsends Inlet Recreational Facility (TIRF) located in Sea Isle City, NJ.
2. ACTION. All guests and TIRF employees are responsible to adhering to the regulations and procedures provided in this instruction.
3. DIRECTIVES AFFECTED. ASACYINST 1710.4A is superseded.
4. BACKGROUND. The Coast Guard and its predecessor, the U.S. Life Saving Service, have maintained a presence on Sea Isle City at Townsends Inlet since the early 1850s. TIRF is the second station that was constructed on this site and was built in 1893. One of three stations built on the island prior to the turn of the century, it is the only one still maintained by the Coast Guard. The other two, although still standing, are no longer owned by the Coast Guard. The fact that all three stations remain standing, one even surviving a move, can be attributed to their stalwart construction designed to withstand the heavy storms that periodically ravage the New Jersey Coast. This station was an active Coast Guard Station until 1982 when the Coast Guard constructed a new building on the bay that now houses the summer detachment. During TIRF's refurbishing, several letters penned by a young woman in 1895 and addressed to the Captain of the station were found hidden in the walls.
5. PROCEDURE. Air Station Atlantic City operates a recreation facility in support of its Morale, Well-Being, and Recreation Program (MWR) and for the benefit of the eligible personnel. TIRF is a four apartment coastal cottage. It is in the southern portion of Sea Isle City, about 15 miles from Cape May or 30 miles south of Atlantic City. Sea Isle City is known for its beaches, fishing, surfing, boating, ocean kayaking, and wind surfing. During the winter season, it is known for its quiet solitude and peaceful beaches. The facility, consisting of four rooms for rent and some recreational equipment, is managed by the Air Station Morale Officer, and cared for by a facility attendant(s). The facility is supported through the collection of rental fees. The responsibility for operation and maintenance rests with Commanding Officer, U.S. Coast Guard Air Station Atlantic City.

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A. Directions. The TIRF can be reached via Garden State Parkway. The building is white with a red roof and is located on a full city block at the intersection of Landis Ave and 82nd Street.

- 1) Traveling from the North: Take Exit 17 off the Garden State Parkway. Make a right turn at the end of the ramp and travel East into Sea Isle City until you reach Landis Avenue; turn right on Landis Ave; continue to 82nd Street. The house will be on your left.
- 2) Traveling from the South: Take Exit 13 off the Garden State Parkway, traveling east into Avalon; continue to Ocean Drive; travel North along Ocean Drive (becomes Landis Ave). Continue along Landis Ave until you reach 82nd Street. The house will be on your right.

B. Accommodations. The house contains four apartments that share a common dining room, living area, and kitchen. Each room can comfortably sleep four, but can accommodate up to six people. In addition, each is equipped with a queen-size bed, futon, table and chairs, coffeemaker, Cable television, and a DVD/VHS player. A baby crib and highchair are available upon request. Apartment 1 is the only apartment located on the first floor of the house. This apartment has two entrances, one that leads to the common area, and another that leads directly outside. This is the largest of the four apartments, and has the largest seating area. Apartment 1 also has its own large bathroom. Apartment 2 is the only second floor apartment with an exterior doorway. The exterior door leads out to a small deck area with stairs to the ground level. It has a second entrance from the interior hall, and also has its own bathroom. Apartments 3 and 4 are the smallest of the four apartments, though both still comfortably accommodate a family of four. These two apartments share a bathroom accessible directly from either apartment. Apartments 3 and 4 are only accessible from the interior hall.

C. Amenities. The kitchen is shared by all four apartments. It is equipped with two refrigerators (each is assigned to two apartments), an oven and stove, high quality pots, pans, and utensils. There is no dishwasher, and guests are asked to wash their dishes promptly so as not to interfere with other guests staying at TIRF. There are enough plates, cups, and silverware to provide for a full house. Each apartment has a kitchen cabinet assigned to it, and guests are requested to share the space appropriately. The common area's dining table seats 10 and still leaves plenty of room for more guests to relax on the large sofa. Two clothes washers and two dryers are available for use, and bath towels and linens are provided. Bicycles and safety helmets are available for both children and adults. Fishing gear to include crab pots and hardware are also available. Charcoal grills (provide own charcoal), a basketball net, volleyball net, and beach passes (normally \$15.00) are provided by MWR. There is plenty of storage available for guests who choose to bring their own bicycles, kayaks, fishing equipment, or sporting goods. The parking area is also sufficiently large that guests are encouraged to bring trailerable boats with them during their stay. Each apartment is assigned a canvas tote bag that may be used for beach excursions. The bags can be found in each apartment; please be sure to return the bags to the appropriate apartment when not being used. The covered front

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porch has outdoor cushioned chairs and a table with seating for approximately six. Rocking chairs are located on the front porch and Apartment 2's deck.

- D. Operation. TIRF operates on a year-round basis. Maintenance may be scheduled during the months of November through March. When a non-scheduled repair occurs, the MWR/TIRF Staff will notify the scheduled applicant as soon as possible by telephone or e-mail. The applicant will be given the choice of a full refund or selecting another open period. The rooms will be reserved on a first come first served basis during the calendar year. This is further explained in the "reservations" section of this instruction.
- E. Eligibility. TIRF is open to all eligible personnel in accordance with reference (a). The following personnel are authorized use of TIRF; Armed Forces personnel, USCG Auxiliary, USPHS personnel on active duty with USCG, DOD personnel on active duty with USCG, State National Guard personnel, Department of Homeland Security employees, NAF employees, and Uniformed Service personnel of foreign countries. This list is not reflective of the priority of eligible personnel.
- F. Reservation Application Time Frame. The list below displays the priority between eligible personnel as well as the period at which their Reservation Application is considered for a confirmed reservation at TIRF. This period reflects the number of days prior to the eligible desired date of stay that they may apply and be considered for reservations. The Morale Officer has the final say on any priority or reservation conflicts or disputes.

Eligible Personnel

Reservation Application Time Frame
(Calendar days prior to date of desired stay)

USCG Active Duty and Reserve _____	90 Days
USPHS and DOD on duty with the USCG _____	90 Days
USPHS and DOD Active Duty _____	75 Days
All other eligible patrons _____	60 Days

G. Reservation Procedures.

- 1) Eligible personnel MUST COMPLETE all applicable lines of the Reservation Application attached as enclosure (1).
- 2) Guests are encouraged to call TIRF first to see if their desired dates of stay are vacant.
- 3) Requests for reservations can be made at any time, however, are not considered until inside the reservation application.
- 4) MWR will accept reservations beginning at 1200 EST on the authorized date. For example, a reservation received at 1159 EST on the authorized dates will be rejected. Reservations are accepted via mail or in person in accordance with the period allowed. No longer will early "deposits" for the next season be held, all patrons will send their completed application as per the instruction. Any applications sent prior to the authorized period will be returned to the applicant.

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- 5) A reservation is only confirmed the moment payment is received. At this time the guest is “inked in” the Facility Calendar.
- 6) Reservation Applications may be acquired via mail or phone, or they may be printed from the Air Station Atlantic City website (please note that reservations cannot be made through the internet).

U.S. Coast Guard
Townsend Inlet Recreational Facility
8101 Landis Avenue
Sea Isle City, NJ 08243
Attn: Facility Attendant
(609) 263-3722

http://www.uscg.mil/d5/airstation/atlanticity/htmls/about_us/mwr/mwr.html

H. Payment.

- 1) A check for the full amount should be made out to “Townsend Inlet Recreational Fund” may be sent to TIRF along with signed Reservation Application.
- 2) Guests are encouraged to send payment with the Reservation Application to expedite the confirmation process. Doing so will allow guests to be ‘penciled in’ on their desired date(s) of stay on the Facility Calendar.
- 3) If application is denied or the guest cancels reservation 14 days prior to the stay, payment will be void and returned.
- 4) All payments will be cashed in compliance with HQ MWR policy when received at the day reservation period.
- 5) If there is a possibility that a desired date of stay for the guest is vacant, with no anticipated conflict with priority eligible personnel, they will be notified by the facility attendant.

I. Cancellation Policy.

- 1) Guests may cancel reservations any time prior to 14 calendar days before occupancy in order to receive a full refund. Notification may be made in writing to the above address or to the Facility Attendant via phone.
- 2) Cancellations after 14 calendar days before occupancy will not be refunded and all payments will be cashed regardless. The Air Station Atlantic City Morale Officer under the following circumstances will grant exceptions. Documentation must be provided to MWR Officer/TIRF Officer for refund to be requested.
 - (a) A cancellation request due to an actual emergency.
 - (b) Official orders beyond the individual’s control.
- 3) If the reservation is cancelled after the 14 day window, and was filled with someone from the “short notice list”, refunds will not be granted due to the scheduling difficulties to fill the vacancy.
- 4) Reservations made within the 14 calendar days of occupancy are not covered under the 14 day cancellation policy.
- 5) In the event of operational necessity, adverse weather conditions, or safety hazards, the Commanding Officer of Coast Guard Air Station Atlantic City may deny occupancy or order evacuation of rooms already reserved or occupied.

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Refunds will be provided under these circumstances. Occupants will not be provided any additional compensation.

J. Rental Rates.

- 1) Prices are listed for each apartment on a per day basis, active duty or retired.
- 2) Personnel on TAD orders will pay going per-diem lodging rate for each room.

<u>Grade/Status</u>	<u>Winter Season</u> (01 Oct to 30 Apr)		<u>Summer Season</u> (01 May to 30 Sept)	
	<u>Apartment Number:</u>			
	<u>1 or 2</u>	<u>3 or 4</u>	<u>1 or 2</u>	<u>3 or 4</u>
E-1 to E-3_____	\$50.00	\$45.00	\$57.00	\$50.00
E-4 to E-6 and Cadets_____	\$53.00	\$48.00	\$60.00	\$53.00
E-7 to E-9, O-1, O-2, W-1, W-2 GS1 to GS7_____	\$56.00	\$51.00	\$63.00	\$56.00
O-3, O-4, W-3 to W-5, GS8 to GS12 NAF/Wage Grade Retired Military (All Grades) Auxiliary_____	\$58.00	\$53.00	\$65.00	\$58.00
O-5 and above, GS13 and above_____	\$65.00	\$60.00	\$72.00	\$65.00

Rental of All Four Apartments

<u>Grade/Status</u>	<u>Winter Season</u> (01 Oct to 30 Apr)	<u>Summer Season</u> (01 May to 30 Sept)
	E-6 and below_____	\$200.00
E-7 to O-4, W-1 to W-5 GS1 to GS12 NAF/Wage Grade and Auxiliary_____	\$230.00	\$250.00
O-5 and above, GS13 and above_____	\$260.00	\$280.00

K. Occupancy Policy.

- 1) Occupancy is limited to seven days including one weekend. The Morale Officer may grant an extension, provided the room has not been reserved for the days requested.
- 2) There are no limits on the number of times the facility may be used. However, persons with reservations pending may not make another reservation until occupancy of the original reservation. Transfer of occupancy is not allowed.
- 3) Non-military guests, family members, and children are permitted provided they are accompanied by the eligible sponsor and the sponsor assumes responsibility

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for their actions. Children under 13 years must be supervised at all times while on the facility.

- 4) Only guests listed on the Reservation Application are permitted to stay overnight at TIRF.
- 5) Unless prior approval has been received from the Morale Officer, RVs and Campers are not allowed on the premises overnight unless owners are confirmed guests at TIRF and are used only for transportation or storage.
- 6) Room contents are checked before and after occupancy. Guests will be held responsible for any missing or damaged items. The cost of replacement or repair will be billed to the member.
- 7) The telephone works for local calls only. Long-distance calls may be made by using a calling card or a collect call, (a collect call to Air Station Atlantic City duty officer in the event of an emergency is authorized at 609.677.2225).
- 8) If guests are locked out of the facility, contact the local facility attendant or MWR/TIRF officer via Air Station duty officer at 609.677.2225 for assistance. Guests may be subject to locksmith fees if keys are lost.
- 9) Check in time is between 1400-1630 everyday. If checking in after hours, room keys may be picked up from respective room drop boxes located outside the facility front door. At a minimum of 24 hours prior to occupancy, guests will be contacted by Facility Attendant to provide combination of their room drop box and where to pick up beach passes if applicable. Individuals whose name appears on the Reservation Application must be present at the time of check-in and for the duration of the stay.
- 10) Do not rearrange, move, or manipulate furniture in any way. Do not let children mark on walls or furniture.
- 11) Monitor the status of your laundry. Do not leave laundry in washing machines or dryers especially overnight. Towels are provided for personal use only. They are not to be removed from premises or used to clean cars, surfboards, bikes, etc...
- 12) Return all recreational equipment to their proper storage facility. Do not leave equipment adrift on or off the premises. Surfboards, boogie boards, and bicycles are prohibited in the guest rooms.
- 13) Guests shall leave grounds and facilities in good condition. Pets are prohibited on any part of the premises.
- 14) Cleaning fish on the property is strictly prohibited.
- 15) Do not leave food out anywhere in the facility unless covered or secured. Doing so may lead to pests. Do not leave food unattended while cooking, including food being grilled outside. Please clean grills after use.
- 16) Access to the basement is prohibited. Guests are not allowed to store or remove anything from the basement area.
- 17) Conserve energy. Secure all lights and appliances if not being used. If using air conditioners ensure all windows are closed.
- 18) For security reasons, do not leave doors and windows open while you are away from the facility during your stay.
- 19) Checkout time is by 1200 everyday. All personal belongings must be out of the rooms. If you stay beyond 1200, you will be billed for an extra day. If a facility

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attendant is not available at the time of your checkout, please drop keys and beach passes in the mail slot at the TIRF Office. Prior to checkout, all applicable rooms must be cleaned. This includes dusting, sweeping, cleaning bathrooms, and common areas. In the bathroom, clean toilets (inside and out), tub, floors, sinks, and drains. Cleaning supplies can be found in the kitchen and bedroom closets and under bathroom sinks. Please ask the attendant if you need additional supplies. Vacuums can be found in the common area closet behind the kitchen. All towels and linens must be washed, dried, and folded. All trash must be removed and deposited in the dumpster outside. The stove, microwave, refrigerator, and external surfaces must be wiped down. Failure to do so may result in professional cleaning charges and/or refused further visits.

6. RESPONSIBILITY. Guests are responsible for cleaning up after themselves, including cleaning and putting away dishes and silverware, and monitoring their laundry. Individuals whose names appear on the Reservation Application are responsible for the actions all family members and guests staying at TIRF, and will be held accountable for any damages or claims against the same. Loud or disorderly conduct will not be tolerated. Commanding Officer, Air Station Atlantic City reserves the right to require guests to vacate for any violation of the provisions of this instruction and refuse future rentals. The Coast Guard is not responsible for damages to, or loss of, personal belongings of anyone staying at TIRF.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.
8. FORMS. This instruction and enclosures (1) and (2) may be produced locally.

/s/
JAMES T. P. HUBBARD

Encl: (1) Reservation Application
(2) TIRF Comment and Suggestion Form
(3) TIRF Photographs