



CGD SEVENINST 1710.2

JUN 25 2013

SEVENTH DISTRICT INSTRUCTION 1710.2

Subj: RECREATIONAL COTTAGES AT HILLSBORO

- Ref: (a) Coast Guard Morale, Well-Being, and Recreational (MWR) Manual, COMDTINST M1710.13 Series
(b) Nonappropriated Fund Instrumentalities (NAFI) Manual, COMDTINST M7010.5 Series
(c) Nonappropriated Fund Personnel Manual, COMDTINST M12271.1A

1. PURPOSE. This instruction promulgates regulations and procedures for the management, operation and maintenance of the MWR Hillsboro Recreational Cottages located on the USCG Hillsboro Inlet Light Station property in Hillsboro Beach, Florida.
2. ACTION. CGD Seven (dmp) shall ensure the provisions of this instruction are implemented. All policies in this instruction will take effect on 01 June 2013.
3. DIRECTIVES AFFECTED. CGD SEVENINST 1710.1 is canceled.
4. DISCUSSION.
 - a. The Hillsboro MWR facility is a category "C" MWR recreational lodging facility operated within the D7 MWR program. The Hillsboro Cottages are provided primarily for the recreation and enjoyment of the Coast Guard Family. The rental rates for these cottages are significantly lower than local market prices due to the extra care taken by our guests to maintain the facilities. To preserve this remarkable privilege for future enjoyment, each guest must be cognizant of the requirement for proper decorum while visiting the Hillsboro Cottages.
 - b. The purposes of this instruction are to maximize occupancy of the cottages ensuring consistent revenues to support the operating costs of the facility, to maximize enjoyment for all patrons during their stays, and ensure that eligible patrons have the opportunity to

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NON-STANDARD DISTRIBUTION:

make and use a reservation. In support of that goal, the Seventh District Commander reserves the authority to modify or grant exceptions to the reservation policies outlined in this instruction in extraordinary or special circumstances.

- c. This Instruction differs from previous versions in that it introduces a new rental option called the Event Package.
- d. The facility consists of:
 - (1) **Keeper's Quarters (#1):** a 3-bedroom, 2-bath, 2-story house (max 7 occupants), formerly the Lighthouse Keeper's Quarters. The cottage includes two queen and three twin beds. The first floor of the Keeper's Quarters is restricted mobility friendly (i.e., wheelchair access, lever door hardware and ADA compliant restroom). This is the only ADA compliant cottage available at this facility.
 - (2) **Inlet House (#2):** a 3-bedroom, 2-bath, 2-story house (max 7 occupants). It is located closest to the Hillsboro Inlet Waterway. The cottage includes two queen and three twin beds.
 - (3) **The Bungalow (#3):** a 1-bedroom, 1 ½ bath single-story house (max 4 occupants). It is located immediately behind the Inlet House, close to the Hillsboro Inlet Waterway. The cottage has one queen bed and a pull out sofa.
- e. The cottages include standard household items, such as bed linens, towels, dishes, silverware, pots and pans, cooking utensils, coffee makers, paper towels, toilet tissue, dishwasher detergent, and cleaning supplies. Guests should provide their own personal hygiene items, such as shampoo, bath soap, conditioner, and toothpaste. Each cottage has a charcoal located near the porch. Patrons must provide their own charcoal, lighter fluid, etc. A laundry room containing a washer and dryer is located at the northwest corner of the Bungalow.
- f. A lead Lodge Host (referred to hereafter as the Lodge Host) shall be employed as a nonappropriated funds employee. The Lodge Host is responsible for the day-to-day management of the facility. The Lodge Host has the authority to enter into contracts funded with nonappropriated funds with CGD Seven (dmp) approval prior to signature.
- g. An Assistant Lodge Host/Maintainer may be employed as a nonappropriated funds employee if funds are available. The Assistant Lodge Host will be responsible for the day-to-day maintenance and operation of the recreational facility.

5. PROCEDURES, RULES, AND REGULATIONS.

- a. Reservations. The Hillsboro reservation policy is based on a graduated reservation scale for eligible patrons as follows:

- (1) USCG Active Duty/Reserve/Retired O-7/8/9/10, Senior Executive Service, and Medal of Honor recipients may reserve 120 days in advance.
- (2) USCG Active Duty/Reserve/Retired O-5 to O-6 may reserve 90 days in advance.
- (3) USCG Active Duty/Reserve/Retired E-7 to O-4 may reserve 75 days in advance.
- (4) All other eligible patrons of the Coast Guard MWR program as authorized by reference (a) to include but not limited to E-6 active duty/reserve/retired and below, DoD members, USCG civilian employees, Auxiliary members, honorably discharged veterans with 100 percent service-connected disability, authorized civilians, and active duty foreign military on U.S. orders may reserve 60 days in advance.
- (5) Only eligible patrons and the spouses of eligible patrons may make reservations. Eligible patrons may not make a reservation for other eligible or ineligible members. Dependents and guests may not use or occupy the Recreational Cottages at Hillsboro unless the sponsoring user (eligible patron) is present for the duration of the reservation.
 - (a) Multiple (back to back) reservations are not authorized. Each family or household (even if dual military) will only be authorized a maximum of 14 Cottage nights in a 60 day period.
 - (b) Spouses of deceased or deployed Eligible Patrons are permitted to make and use a reservation so long as the Military Dependent Identification Card is active. Proof of deployment may be required.
- (6) Eligible patrons may only reserve "14 cottage nights" at a time to allow for maximum use of the facility by all that are eligible. For example, patrons may reserve one cottage for up to 14 nights, two cottages for seven nights, or three cottages for four nights.
- (7) Milestone Event Waiver Exception to Reservation Policy. Milestone event waivers to the reservation priorities for eligible patrons will be considered by CGD Seven (dcs) on a case-by-case basis for "once-in-a-lifetime" or "milestone" events, limited to weddings, retirements, graduations, Milestone Birthdays (see 5.a.7.b), silver (25) or golden (50) year anniversaries. Seventh District makes no guarantee that a waiver will be granted. Up to three cottages may be reserved at the same time for an approved milestone event. Requests for waivers to the reservation policy shall be made via e-mail to HillsboroInlet@uscg.mil. The following is applicable to waiver requests:
 - (a) Milestone event waivers will be considered up to 12 months in advance of the event.

- (b) Eligible Patron's Milestone Birthdays may be considered a Milestone Event at ages 60, 70, and 80, etc. The event must be used during the birth month, and only one Milestone Birthday reservation will be granted during a Patron's lifetime.
 - (c) A \$500.00 non-refundable Milestone Event fee will be charged at the time of reservation confirmation. This fee is in addition to the cottage rental rates and is used to offset additional wear and tear to the facilities and grounds
 - (d) Waiver requests will include the name of the sponsor, the specific Milestone Event requested, the number of guests expected to attend, the date of the event, the dates requested for stay, the cottages requested, and other information that may affect the operation of the Hillsboro Recreational cottages. Patrons will use the Milestone Event request form available from the Lodge Host. Requests for Milestone Events will be routed through the Seventh District chain of command to the District Chief of Staff (dcs).
 - (e) The minimum number of nights chargeable for a milestone event will be two nights. The maximum nights authorized under the Milestone Event Waiver will be 14. Patrons may be required to show documentation supporting their Milestone Event to the Lodge Host along with the Milestone Event waiver request form.
- (8) Event Packages. In lieu of the Milestone Event, Patrons may elect to purchase an Event Package with a flat rate for all patrons. The Event Package will be available throughout the year and available up to one year in advance of the reservation. The Event Package will consist of renting all three cottages for a Friday, Saturday and Sunday night. The following prices will apply:
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| High Season Flat Rate (November 15 th to April 10 th) | \$2,000 |
| Low Season Flat Rate (April 11 th to November 14 th) | \$1,500 |
- (a) In addition to the above flat rates, a \$1,000 non-refundable Event Package fee will be charged at the time of reservation.
 - (b) Event Packages and Milestone Events will be limited to not more than two per month and not more than four per quarter to ensure that the facility is still available for non-event weekend occupancy.
 - (c) The Event Package is sold as a package and is not modifiable. Any special event requests that differ from the Event Package as described will require a Milestone Event Waiver to be routed through the Seventh District Chain of Command to the Chief of Staff. Event Packages only require the approval of the Seventh District Hillsboro Cottage Manager.
- (9) Lodge Host Special Rates. During times of typical reduced occupancy such as week nights or other times, the Lodge Host may advertise special rates for all eligible

patrons. These rates and effective dates will be announced on the Hillsboro Website, are subject to availability and may be amended as needed. These special rates must be approved by District Seven (dm). District Seven will make every effort to advertise special rates to eligible patrons through the MWR program.

- (10) The revenue generated from the increased rates for Event Packages will be used in Seventh District's ongoing efforts to preserve the cottages and grounds against the harsh maritime environment, and make periodic investments in the interior furnishings. The Lodge Host will develop a capital replacement plan including a budget and schedule for all items subject to routine wear and tear.

b. Making a Reservation and Occupancy.

- (1) Reservations must be made via telephone or message answering machine and will be considered in the order in which they are received. Reservations will not be accepted via the emergency cell phone number or Email. Eligible Patrons must provide a copy of their military ID to secure the reservation.

(a) Reservation Phone: (954) 781-1817.

(b) Lodge Host E-mail: HillsboroInlet@uscg.mil.

- (2) The minimum reservation is two nights. The facility will grant eligible patrons "14 cottage nights," meaning that patrons may rent one cottage for up to 14 nights, or two cottages for seven nights, or three cottages for four nights. An extension of a reservation may be requested upon check-in. The extension may be granted if no other reservations have been made for the specific cottage.
- (3) Guest payments shall be made by credit/debit card only (VISA, MasterCard, Discover or American Express). Reservations will be confirmed via e-mail. Final payment is due upon check-out. Final payment will be charged to the same credit card/debit card used for the reservation unless arrangements are made prior to the guest's departure. Cash is not accepted; however, checks may be accepted for final payment in lieu of a credit card on a case-by-case basis.
- (4) Cancellation of a reservation must be made at least ten days prior to the scheduled arrival date. Cancellations made at least ten days prior to the arrival date will be refunded in full. Cancellations or changes to a reservation (excluding extensions) within ten days of the scheduled stay will not be refunded. No changes to a reservation may be made within 10 days, except extensions. Exceptions will be made in the event of unavoidable cancellation of the eligible patron's leave due to orders or a serious family emergency. All exceptions to the forfeiture clause must be approved by CGD Seven (dmp).
- (5) The eligible patron is financially responsible for the reservation as it was confirmed. Requests to extend or shorten a stay after checking in must be immediately

communicated to the Lodge Host. No refunds will be issued due to inclement weather unless an evacuation of the facility is mandated by Seventh District or Broward County.

- (6) Departing guests shall check-out no later than 1100 on the day of check-out. Arriving guests may not check-in prior to 1500. Late check-outs are not authorized and may incur an additional night charge at the discretion of the Lodge Host. Keys to cottages will be picked up and dropped off with the Hillsboro Club Front gate.
- (7) Housecleaning services are provided upon check-out only. The housecleaning service will be between 1100 and 1500 on the day the guests check-out. The Lodge Host is responsible for scheduling housecleaning.
- (8) Guests are expected to complete light housekeeping prior to checkout, including:
 - (a) Empty all trash cans and place all trash in the dumpster.
 - (b) Return all furniture and household items to their original locations.
 - (c) Wash, dry, and place all dishes and utensils into their original locations.
 - (d) Strip beds and place all linens inside the pillow cases. Place the pillow cases in the bathrooms.
 - (e) Clean charcoal grill (if used) and dump all of the cold ashes in the dumpster. All lighter fluid must be stored in the yellow HAZMAT locker located next to the Lodge Host's office.
 - (f) Complete the guest survey and deposit it in the office mailbox located next to the flagpole.

c. Rental Rates. Rental rates are on a graduated scale:

(1) Active Duty/Reserve/Retired O-7/8/9/10 and Senior Executive Service:

- (a) Keeper's Quarters & Inlet House: \$175.00 per night
- (b) The Bungalow: \$135.00 per night

(2) Active Duty/Reserve/Retired O-5/6 and GS 14-15:

- (a) Keeper's Quarters & Inlet House: \$160.00 per night
- (b) The Bungalow: \$120.00 per night

(3) Active Duty/Reserve/Retired Enlisted E-7 and above, O1-O4, W2-W4, and GS-11 through GS-13:

(a) Keeper's Quarters & Inlet House: \$145.00 per night

(b) The Bungalow: \$105.00 per night

(4) Active Duty/Reserve/Retired E-6 and below, honorably discharged, Medal of Honor recipients, GS-10 and below, and all other eligible patrons:

(a) Keeper's Quarters & Inlet House: \$130.00 per night

(b) The Bungalow: \$90.00 per night

- d. Guest Responsibilities. Each guest has an opportunity to contribute to the quality of the recreational cottages at Hillsboro. To ensure the continued use and sustained upkeep of the facility, each guest will be required to comply with standing orders contained in the reservation confirmation package. Property of the Hillsboro Cottages shall not be removed or moved to other buildings on the property. If property is found missing upon check-out, the Lodge Host will notify the guest and send an invoice based on actual replacement costs.
- e. Responsibility to other MWR guests. In order to preserve the enjoyment for all guests of the Hillsboro MWR facility, all patrons that plan to invite more than 20 guests to their cottage during their stay, must inform the Lodge Host via email or telephone NLT than one week prior to check-in. The Lodge Host will then inform the other guests scheduled for that period to ensure that all patrons can enjoy a comfortable environment. The Lodge Host and Seventh District will resolve any conflicts. All patrons are expected to follow the max overnight occupancy standards per paragraph 4.c.
- f. Courtesy to the Hillsboro Club. The Hillsboro Club is a privately owned facility, is not part of the Coast Guard MWR program and is not endorsed by the U.S. Coast Guard. Due to the close proximity of the recreational cottages to the Hillsboro Club, recreational cottage guests are encouraged to observe club rules when at the recreational facility.
 - (1) Users of the recreational cottages at Hillsboro must follow Hillsboro Club rules when using club facilities or property. The applicable rules are in the Hillsboro Recreational Facility Standing Orders provided to guests upon check-in.
 - (2) Hillsboro Club employees do not work for the U.S. Coast Guard and should not be treated as such. However, Hillsboro Club housekeeping employees service the recreational cottages at Hillsboro, and cottage guests may request from them replacement of linens and towels.
 - (3) When removing trash from the cottages, dispose of it in the dumpster near the inlet pier.
 - (4) Hillsboro Club Events. Events hosted by the Hillsboro Club on the recreational cottage property can be attended by guests of the cottages free of charge, but are

limited to cottage occupants. Additional guests are welcome, but must be arranged and paid for directly to the Hillsboro Club by contacting the Hillsboro Club business office at (954) 941-2220, ext. 140 or info@hillsboroclub.org.

- (5) Other Events on the Hillsboro MWR Property. The Lodge Host will make all patrons aware of other events that may be taking place on the Hillsboro MWR Property during their stay. The Lodge Host will inform patrons of other events at the time of their reservation, or as soon thereafter as details become available. Patrons may reserve the right to cancel their reservation for a full refund if they feel that a planned event(s) may interfere with their ability to enjoy their stay at Hillsboro.
- (6) Entrance. The entrance to the Hillsboro MWR facility is through the security gate of the Hillsboro Club, a privately owned and operated club. The gate is manned 24-hours during the Club's winter season (mid-November to mid-April) and from 0600-2200 the remainder of the year. After hours guest arrival must be coordinated with the Lodge Host prior to the arrival date.

g. Maintenance/Repair.

- (1) Non-emergency and routine maintenance at the recreational cottages at Hillsboro will be conducted, or supervised, by the Lodge Host. All requests for repair and/or maintenance should be routed through the Lodge Host for appropriate action during normal business hours.
- (2) Guests should report emergency repair requirements immediately to the Lodge Host at (786) 385-4772 (Emergency Repair Line only).

h. Accounting/Funds.

- (1) CGD Seven (dmp) will fund service contracts with appropriated funds as permitted by Federal Procurement Regulations/fiscal law in accordance with reference (a). Those contracts that require a contracting warrant will be forwarded to Base Miami Beach for execution.
- (2) The Lodge Host will process and account for all credit card payments for each reservation when payments are made. Cash transactions are not authorized.
- (3) The Lodge Host will manage the non-appropriated funds account, and is responsible for receipt and disbursement of funds from this account. All accounting functions, inspections, audits, payroll, and routine billing for the Recreational Cottages at Hillsboro will be executed by the U.S. Coast Guard's Community Services Command in Chesapeake, VA.
- (4) The Lodge Host shall prepare the quarterly report in accordance with references (a) and (b) and route it to CGD Seven (dmp) and Community Services Command for review and approval.

- i. Guests. The number of overnight guests shall not exceed the maximum allowable occupancy. The eligible patron assumes responsibility for the guests' actions.
- j. Pets. Pets are prohibited on the property with the exception of registered service animals.
- k. Telephones. Telephones are provided in each cottage. Only local service is available without a calling card.
- l. Noise and Light Discipline. Guests will make every effort to minimize noise and artificial light reaching the beach at night for the protection of wildlife (specifically sea turtles) and to maintain compliance with the City of Hillsboro Beach ordinances. Guests will minimize the use the exterior lighting at night and will keep the window shades drawn closed to minimize the light signature of the cottages.
- m. Parking. Regular parking is limited to one vehicle for each cottage (clearly marked). Additional parking for visitors is available in the gravel area on the inlet side of the property.
- n. Internet. Wireless internet service is provided at no charge; however, it is dependent on service availability. Therefore, wireless internet service is not guaranteed at the recreational cottages at Hillsboro.
- o. Visitation to the Hillsboro Lighthouse. The primary sponsor for any reservation may request to sign out a key to the Hillsboro Lighthouse by requesting it from the Lodge Host during the hours of 1000 to 1400, Monday thru Friday. The specific rules for entering and touring the lighthouse will be reviewed by the sponsor. The Recreational Cottages at Hillsboro make no guarantee that lighthouse access will be possible or authorized during all reservation times. Weekend and after hours lighthouse visitation must be arranged through the Hillsboro Lighthouse Preservation Society at 954-942-2102 or info@hillsborolighthouse.org. Visitation to the Lighthouse is at the sole risk of the patrons. No overnight or weekend possession or duplication of the keys is authorized. Guests must wear closed toed shoes and be in good physical condition. All children under the age of 16 must be accompanied by an adult over the age of 21.
- p. Inlet District Dock/Inlet. The dock in the inlet attached to the Hillsboro property is for the use of law enforcement and the Hillsboro Inlet District (dredging operation) and is considered a working part of the facility. Guests of the Hillsboro Cottages, Hillsboro Club patrons/employees and public boaters are not authorized use of the dock. Guests also may not use the dock to moor a boat or other watercraft. Jumping off the dock into the inlet is strictly prohibited. Swimming in the inlet is conducted at the sole risk of the patron and is considered extremely dangerous due to strong currents and boat traffic.
- q. Off-Limits. The garage, office, flagpole and other working areas of the Hillsboro Light Station are not open to recreational cottage guests.

- r. Operational condition of the property. The Hillsboro Lighthouse is an active and operational Aid to Navigation. At any time, the Lighthouse and/or the surrounding property may be under construction or repair, or used for operational reasons by the U.S. Coast Guard or other partner agencies. The Recreational Cottages at Hillsboro do not guarantee the condition of the Lighthouse and grounds during reservations.



W. D. BAUMGARTNER
Rear Admiral, U.S. Coast Guard
Commander, Seventh Coast Guard District