



CGD SEVENINST 1710.1

FEB 10 2012

SEVENTH DISTRICT INSTRUCTION 1710.1

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 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 January 2012.
3. DIRECTIVES AFFECTED. CGD SEVENINST 1710.Q 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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make and use a reservation. In support of that goal, the District Seven Commander reserves the authority to modify or grant exceptions to the reservation policies outlined in this instruction in extraordinary or special circumstances.

- c. 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.
- d. 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 gas grill with propane located on the porch. A laundry room containing a washer and dryer is located at the northwest corner of the Bungalow.
- e. 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.
- f. 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.
- (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. Back to back reservations are not authorized.
- (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, such as weddings, retirements, graduations, silver (25) or golden (50) year anniversaries. CGD Seven 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) Milestone event waivers will not be approved for the period commencing the Monday prior to Thanksgiving through the Friday following New Year's Day.
 - (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.
 - (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.
 - (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 seven.

- (8) Holiday Policy. In order to maximize patronage and ensure that all eligible patrons have the opportunity to make a reservation at Hillsboro during the peak holiday periods of Thanksgiving, Christmas and New Year's, District Seven may employ a Holiday Reservation Lottery to award reservations during those times. The details of the lottery will be announced on the Hillsboro Website (<http://www.uscg.mil/mwr/lodging/hillsboro.asp>), and the normal reservation guidelines outlined in paragraph 5.a. of this instruction may be suspended during the lottery period.
- (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.

b. Making a Reservation and Occupancy.

- (1) Reservations can be made via telephone or e-mail and will be considered in the order in which they are received. Reservations will not be accepted via the emergency cell phone number. A copy of the member's military ID must be provided to secure the reservation.
 - (a) Reservation Phone: (954) 781-1817.
 - (b) Reservation 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 refund will be issued due to inclement weather unless an evacuation of the facility is mandated by District Seven 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.
 - (7) Housecleaning services are provided upon check-out only. The housecleaning service will be done 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 grill (if used) and ensure that the propane tank is turned off.
 - (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. The rental rates effective 01 March 2012 are:
- (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 District Seven 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 the following services from the Hillsboro Club housekeeping employees: replacement of linens and towels and refill of propane for the propane grills.

- (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 USCG 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.

- (4) The Lodge Host shall prepare the quarterly report in accordance with references (a) and (b) and route it to CGD Seven (dmp) 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. Lighthouse. The Lodge Host can provide a lighthouse key to interested guests, on a case-by-case basis, after each guest reads and signs the access liability release form. Otherwise, since the lighthouse is an operational aid to navigation, it is off-limits to visitors.
 - p. Inlet District Dock/Inlet. The dock in the inlet attached to the Hillsboro property is for the use of 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 and other working areas of the Hillsboro Light Station are not open to recreational cottage guests.



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