

EDMONTON GARRISON RV COMPOUND TERMS & CONDITIONS

1. 3 Canadian Division Service Base Edmonton (CDSB) Base Commander has authorized the Community Recreation (CR) to accept and grant applications for occupancy based on the following categories:

Regular Members:

- Canadian Armed Forces (CAF) personnel: Currently serving Regular and Reserve Forces personnel and their families;
- Members of Foreign Military currently serving within the CAF and their families
- Veterans (former members of the CAF who have successfully completed basic military training and have been honourably discharged) and their families.

Ordinary Members:

- Current Department of National Defense (DND) Public Servants, Staff of Non Public Funds (NPF), Staff of Military Family Resource Centres (MFRC's), Staff of Defense Research Development Canada (DRDC) and Defense Construction Canada (DCC) and their families;
- Serving Royal Canada Mounted Police (RCMP) and their families;
- Currently serving Honorary Colonels/Captains (Navy) and Honorary Lt Colonels/Commanders and their families;
- Former Staff of NPF in receipt of a pension and their families;
- Former RCMP in receipt of an annuity and their families.

Associate Members:

- All others.

Please Note: Active CAF personnel (Regular and Reserve who are currently serving) will have priority to the RV Lot spaces.

2. "Ordinary" and "Associate" members who occupy a stall may be asked to vacate should a "Regular" member require a stall (priority to Regular members). Vacating procedures will be implemented as tiered in Para 1. Those occupants who have been asked to vacate will be notified via a letter of correspondence. Any vehicle that has not been removed by the deadline date will be tagged and/or towed at the owners' expense.

3. Parking Space Requirements.

The following vehicle guidelines are to be adhered to:

- a. up to two vehicles may be registered for the same RV parking space but only one vehicle may occupy the RV parking space at a time. However, if these two vehicles together do not exceed the length of the assigned parking space, they may occupy the space at the same time;
- b. each vehicle must occupy the correct sized RV Compound parking space and may not occupy a RV Compound parking space sized larger or smaller than the vehicles' respective size (RV parking space is determined by type and size of the vehicle);
- c. each vehicle must occupy the RV Compound parking space to which it was assigned upon registration. An occupied RV parking space or registration cannot be transferred, assigned or sub-leased; and
- d. due to the high demand, RV Compound parking space will be restricted as follows:
 - a. Regular Members: maximum two parking spaces;
 - b. Ordinary Members: maximum one parking spaces;
 - c. Associate Members: maximum one parking space; and
- e. requests to vacate will follow a "Last In - First Out" procedure in order of priority by eligibility category.



4. Occupant Requirements and Responsibilities.

Occupants of the RV Compound must adhere to the following requirements and responsibilities:

- a. to provide proof of identification or annuity that verifies entitlement into a specific RV Compound category at the time of registration and renewal;
- b. to provide current copies of insurance and registration upon registration and at times from that point forward (registration and insurance must be in the name of the occupant);
- c. to ensure vehicle license plate(s) are visible, even if the vehicle is covered with a tarp;
- d. to secure the RV Compound, occupants shall ensure the 'entry gate' is closed and secured at all times;
- f. for cleanliness and maintenance, of the designated RV parking space(s);
- g. please report any and all issues with the operation of the gate, or your key fob, to Community Recreation at 780-973-4011 ext.4392 or the Military Police at 780-973-4011 ext.4044 after-hours;
- h. failure to provide current registration and insurance on an on-going basis will automatically cease your access to the RV Lot and the FOB will become deactivated. Monthly payments for RV Lot will continue during this period and a \$25.00 monthly late fee will need to be paid in full upon document renewal. Failure to comply will result in the RV Lot contract being terminated and the vehicle(s) being removed from the RV Lot;

Please Note: The following courtesy steps will be taken in the event the paperwork is not renewed as per Para 4(h). If all the following attempts are unsuccessful and the occupant does not rectify their past due account, the vehicle(s) may be towed at the owners' expense;

- (i) first attempt - 7 days past expiry to contact the occupant
 - (ii) second attempt - 14 days past expiry to contact the occupant
 - (iii) final attempt - 21 days past expiry to contact the occupant via registered mail
- i. for advising CR of all changes of address, phone number, service status, location of work, as well as, all details pertaining to stored items.

5. Both parties agree that:

- a. vehicles will be stored as detailed above unless otherwise specified and agreed to herein and are subject to the following restrictions;
 - (i) the RV Compound is for storage of functioning vehicles only. No work of any type is to be carried out on any item within the RV Compound;
 - (ii) there will be **limited access** to the RV Compound in the winter months (first snow fall until spring thaw). If you require access due to operational needs (i.e. posting), please contact CR 14 days in advance. The (Personnel Support Programs) PSP Manager has final authority on all requests requiring snow removal;
Please note: Entering the RV Compound during the winter months will be at the risk of the occupant.
 - (iii) acceptable items to be stored in the open RV parking spaces include items such as wheeled vehicles, trailers as well as boats, truck campers separated from the support vehicle, canoes and kayaks that are tied down on utility trailers;
 - (iv) unacceptable items include, but are not limited to, vehicles that are not road worthy (derelict), smaller items that could be carried/carted away, fishing huts, furniture, sheds, BBQ's, and hazardous materials, flammable liquids and explosives. Please enquire with staff for a full listing of prohibited storage goods.
 - (v) CR is not responsible for any damages caused to property in the lot by means of others in the lot or weather.
 - (vi) CR will not provide any form of compensation for any inconvenience caused by the gate having to be operated manually or becoming inoperable.



- b. occupants will not be permitted to erect any type of shelter on the designated RV parking space; and
- c. RV ACCESS FOBS are purchased for \$20.00; \$50.00*refundable deposit is required for the RV loaner FOB (*Loaner FOB is to be returned within the same day, if not the \$50.00 refund **will not be** refunded). Broken, malfunctioning, stolen or lost FOB replacement is the responsibility of the member. Clients are responsible for the cost of replacement batteries for their FOB. FOBS used for a period of less than three months are eligible for a refund.
- d. Clients no longer in need of their Access Fob, may sell the unit to new or current clients. Community Recreation needs to be informed of all FOB sales, for the purpose of reactivation/reassignment.
- e. Lost or stolen ACCESS FOBS must be reported to Community Recreation as soon as possible. This is for deactivation, and maintenance of compound security. Clients are accountable, for any unauthorized use of a lost or stolen FOB.

Terms of Payment for Occupants of the RV Lot include:

Payments will be continuous until the member terminates their RV lot contract. The choice of payment will be pay deduction, credit card or bank account (cash will only be accepted for defined terms). No partial refunds will be provided. The choice of payment will be pay deduction, credit card or bank account (cash).

- (a) Defined Term: Occupancy and prepayment for a defined period of time agreed upon at the beginning of occupancy.
- (b) Continuous Term: Occupancy and payment on a monthly basis for an undetermined period until the occupant vacates the compound and provides proper notification to Community Recreation.

STATEMENT OF AGREEMENT:

I hereby certify that I have read and understand the policies and responsibilities outlined above:

Occupant Signature: _____ Date: _____

Print Name: _____

CR Clerk Signature: _____ Date: _____