



OUTDOOR RECREATION RV Camp

Reservation Request and User Agreement Form

Customer Information		
Last Name:	First Name:	
Eligibility:	Rank/Grade:	
Phone:	Email:	
Reservation Information		
Arrival Date: Arrival Time: After 1PM	Departure Date: Departure Time: Before 11AM	Number of Guests:
Number of Nights:	Cost Per Night:	Total Price:
RV Type:	RV Size:	
License Number:	License State:	
Billing Information		
Street Address:		
City:	State:	Zip Code:
Card Type:	Card Number:	
Exp. Date (MM/YYYY):	CVV (Three Digit Code):	

Cancellation / Change Policy

To request a reservation cancellation or change, please contact the RV Campground Manager by phone at 804-837-7838 or by email at raghebsabry.omar@dla.mil. All cancellations or changes must be made by 1:00PM on the date prior to your expected date of arrival. However, if your expected date of arrival is Sunday or Monday, the cancellation or change must be made by 1:00PM Friday. **Cancellations or changes made after 1:00PM on the date prior to your reservation (or after 1:00PM Friday for Sunday or Monday arrivals) will result in a charge equal to the amount of a one-night stay, except for Sunday or Monday arrivals, which will be charged for the full weekend stay. There is also a cancellation fee for leaving early equal to the amount of a one-night stay.** For example, if you reserve four nights, but leave on the second night, you will be charged for the third night.



User Agreement

- Arrival time is no earlier than 1PM and departure time is no later than 11AM.
- Vehicles must enter through the DSCR Visitor Gate. Directions to the DSCR Visitor Center Gate:
 - Option 1: While not guaranteed, we have had success inputting "DSCR Visitor Center" into Google Maps to accurately locate the DSCR Visitor Center Gate.
 - Option 2: Input the Intersection of Strathmore Road and G Road into your GPS. If you are traveling West on the Chippenham Parkway (Route 150) take the exit for DSCR and Strathmore Road.
- Directions to the RV Campground from the DSCR Visitor Center Gate:
 - After proceeding through the gate, continue straight on G Road until you see the helicopter and 3 RV Storage Lots on your left. The RV Campground is immediately after the last RV Storage Lot on your left.
- **Important Notice:**
 - **MWR cannot sponsor, guarantee, or otherwise secure installation access for campground guests.**
 - **Installation access requirements can change with little to no notice based on threat conditions.**
 - **MWR highly recommends contacting the DSCR Visitor Center at 804-279-1020 to answer any questions concerning you and/or your guests' eligibility as well as the latest in threat conditions.**
 - **If for any reason you are not allowed on DSCR, MWR will not be held liable for any lodging, food, or other expenses related to your access being denied.**
- You must utilize the space assigned. Taking another space, even if vacant, is not authorized.
- Vehicles and personal property cannot extend beyond your assigned space.
- At no time, other than when actively parking, can the roadway be blocked.
- You are only authorized to use the water and power hookups assigned to your space.
- Dogs are allowed, but they must always be under your direct supervision and kept on a leash when outside of your vehicle.
- The gazebo is used on a first come first serve basis. Placing personal property in the gazebo to hold the space for later use is not permitted.
- To help prevent wildfires, keep outdoor campfires small and contained within the grill/fire ring provided. Only charcoal and clean, untreated wood, no greater than 6" in diameter can be burned. No accelerators (gasoline, kerosene, etc.), trash, or plastic may be burned. Fires in our fire pits do not require a permit. However, if you are using a personal grill outside of the fire pit, a permit is required. Please call the Fire Department at 804-279-6782 to obtain a fire permit. You will need to have the permit authorization with you at the campground.
- No modification to any structure or campground equipment is allowed.
- Loud music and/or behavior that disturbs other occupants is to be avoided. Please be respectful when utilizing the campground.
- If you notice your vehicle is leaking fluids, please contact management at 804-837-7838, or after business hours notify security personnel at the gate.
- In the event of an emergency, comply with all instructions provided by DSCR personnel to include leaving your RV/vehicle. You may be asked to evacuate to Bldg. 80 or to another designated location.
- There are 2 payment methods:
 - **Credit Card:** If you would like to pay with the credit card information you provided on the RV Campground Reservation Request Form, no further action is required.
 - **Check:** If you would like to pay in person by check, payments can be collected Monday - Friday, 8:00AM - 3:30PM, except for federal holidays and installation closures. Due to limited staffing, please call in advance to ensure that someone is available to accept your check payment. Per our check payment acceptance policy, all checks must be made out to MWR Outdoor Recreation and contain the customer's social security number.
- The RV Campground Manager can be reached by phone at 804-837-7838 or by email at raghebsabry.omar@dla.mil, Monday - Friday 8:00AM – 3:30PM. Management is located in the ITR Tickets & More Office on the 1st floor of building 46, adjacent to the Restaurant. However, the office is currently closed, so please call for support.



Hold Harmless Agreement

The signee and the legal sponsor of individuals identified on this form, does hereby, and as an inducement to the MWR Fund and Installation Support at Richmond, allow the use of, participation in, or involvement with MWR facilities, equipment, services, or programs. The undersigned does hereby forever release, acquit, and discharge MWR, Installation Support at Richmond, and the United States Government from any and all cause or causes of action. This includes personal injury, illness, death, property damage, cost, charges, claims, demands, and liabilities of whatever kind, name or nature in any manner arising out of the use, enjoyment, and control over participation, or involvement in or with equipment, services, or programs.

This release is intended to cover all injuries, fatal or nonfatal, and illness of every name, kind or nature, and personal property damage. If any, which may be or might not be, sustained or suffered from any cause whatsoever connected, or arising out of, or by reason of the use of, participation in, or involvement with MWR facilities, equipment, services, or programs.

The undersigned further agrees to pay for the cost of possible future damage, loss, or injury, and will hold harmless the MWR Fund and Installation Support at Richmond and the United States Government from any and all cost, charges, claims, demands, and liabilities of any kind arising from improper or negligent use of, participation in, or involvement with MWR facilities, equipment, services, or programs.

Privacy Act Statement

Authority to Collect Information: 50 U.S.C., Section 797, Penalty for Violation of Security Regulations and Orders. 5 U.S.C. Sections 301 and 302(b), Government Organization and Employees; Executive Orders 9397 and 10450, as amended; DOD D5200.8; and DLA M5710.1

Principal Purpose: To collect, review, and account for patronage data. It is also used to grant authorized individuals' access to MWR equipment and facilities.

Routine Uses: It is used to establish and automate MWR activity registration, reservation, and to substantiate capital reinvestment in facilities. Information may also be used to establish and maintain a numerical identifier for each patron household.

Mandatory or Voluntary Disclosure: Voluntary.

Result if Information is not Provided: May result in delayed customer service at MWR activities or loss of access to equipment and facilities.

I have read, understand, and will comply with the Cancellation / Change Policy, User Agreement, Hold Harmless Agreement, Privacy Act Statement, and all information and instructions contained within this reservation request and user agreement form. By signing below, I agree to all terms and I understand that I am responsible for my guests and will ensure their compliance with the rules and policies governing the RV Campground

SIGNATURE	DATE

