

Recreational Lodging Contract

Fort McCoy Recreational Lodging is managed by the Directorate of Morale, Welfare, and Recreation (DMWR), Outdoor Recreation Branch. Fort McCoy Recreational Lodging Office can be contacted at (608) 388-3517 during business hours (0900-1700, 7 days per week). The Fort McCoy Recreational Lodging management can be contacted at (608) 388-6461 or (608) 388-3841 during business hours (0800-1600, Monday - Friday).

This facility is temporary lodging for geographical bachelors and other authorized patrons. Rooms are assigned on a first come first serve basis, based on the date the application was received. Fort McCoy Recreational Lodging does not accept "wait list" requests for specific rooms. Requests for upgrades must be made in writing. At least a one month minimum contract is required for occupancy, and contract is renewed when payment is received each month. Contract will be terminated after 30 days of non-payment. Accounts that become delinquent for a period longer than two months will be subject to collection action.

Rates The rate for a room with a private bathroom is \$325, and the rate for a room with a shared bathroom is \$250.

Payment Policies Payment is due on the 1st day of each month. Payments not received by the 5th of the month will be subject to a late fee of \$5 each day until payment is received. Payments can be made by check, cash, money order, or credit card (Visa or Mastercard) at the Pine View Campground office, Bldg. 8053 (0900-1700, 7 days per week), telephonically by credit card (Visa or Mastercard) at (608) 388-3517, or sent to DMWR, ATTN: IMNW-MCY-MWB-O, 2187 South J Street, Fort McCoy, WI 54656. Please send payment in time to arrive by the first day of the month, and please do not send cash through the mail.

Furnishings An inventory of furnishings in your room will be performed and signed before check-in. All furnishings of the room are occupant's responsibility. Removing furnished items from room is prohibited. Upon check-out, all furnishings will be inventoried and accounted for. Occupant will be charged for any missing or damaged furnishings. Occupant is not liable for fair wear and tear or natural disaster damage.

Termination A 30 day departure notice is required. Payment will not be pro-rated for less than a 30-day notice.

A final room inspection will be completed by occupant and a Fort McCoy Recreational Lodging representative. Prior to final inspection, remove all personal property from the room, including baggage and cleaning supplies.

Also, prior to final inspection, the following cleaning will be performed by occupant:

1. Clean furnishings to be free of dirt, dust, and trash.
2. Empty all trash from inside room and place in established area.
3. Refrigerator - Empty all personal items and thoroughly clean inside and outside. Defrost freezer so that no ice remains and clean freezer.
4. Bathroom - Clean all fixtures (tub, shower, toilet, sink, and under sink), to be free of dirt, soap, and other residue. Wash walls and ceiling, and mop floor. Clean faucets, towel bars, toilet roll holder, mirror, shower curtain rod, and light cover.
5. Wash interior windows and mirrors to be free of residue and spots. Clean window sills, lampshades, and window blinds. Spot clean walls, ceiling, woodwork, doors, and closet areas to be free of dirt or stains. Replace light bulbs if necessary.
6. Carpet must be vacuumed and shampooed, including under furniture.
7. Nail holes must be repaired.

At the time of final room inspection, any room deficiencies will be immediately corrected. Any room damages or damaged or missing furnishings will be paid immediately.

Security Room should remain locked at all times. Contact the Fort McCoy Recreational Lodging office for security or safety concerns. If necessary, the Fort McCoy Police may be contacted at ext. 2266 or for emergencies, call 911.

Alcohol The legal drinking age in the state of Wisconsin is 21. It is illegal to have alcohol in your possession if under 21, or provide alcohol for those under the legal age.

Fire A copy of the fire evacuation plan is posted in the hallways. Fire extinguishers are located in the hallways. Occupant must become familiar with location of fire evacuation plan and fire extinguishers. Do not tamper with alarms, fire extinguishers, or smoke detectors in the building.

Bomb Threat Occupant must be familiar with bomb threat procedure checklist, which is placed in room. If occupant receives a bomb threat, follow procedures according to the checklist and fill out form as completely as possible. Immediately notify the Fort McCoy Police at 911, followed by the Fort McCoy Recreational Lodging office.

Severe Weather In the event of a tornado or other severe weather, occupant will go to first floor hallway away from any doors or windows.

Trash Disposal It is occupant's responsibility to empty the trash from room. Trash is to be disposed of in the dumpster behind the building. Do not leave trash in the parking lot, grassy areas, or leave trash in or around the building. Do not leave cigarette butts on the ground. Place recyclables in proper containers.

Key Occupant will sign for room key. If key is lost, the lock will be replaced at occupant's expense. Occupant will be issued and sign for a new key during manager's duty hours (0800-1600 Mon - Fri). Report lost keys to the Fort McCoy Recreation Lodging office as soon as possible. If key is lost after duty hours, contact Fort McCoy Lodging, Bldg. 35., ext. 2107.

Boot Cleaning Do not clean boots in room.

Noise Occupant will adhere to quiet hours from 2200 - 0700. Noise will be kept to a minimum at all times out of respect for other occupants.

Pets Pets are not permitted in the facility. Violation will result in professional cleaning at occupant's expense.

Smoking Smoking is not permitted in the building. Violation will result in professional cleaning at occupant's expense. Designated smoking areas are outside away from building. Do not throw cigarette butts on the ground anywhere in or around the facility or property.

Displays No displays are allowed on doors or windows. Occupant may use a personal message board on the outside of room, but must be removed upon departure.

Parking Parking is available in marked spaces but is prohibited in handicapped spots, fire lanes, and grassy areas. Recreational vehicles, boats, trailers, campers, etc. are not to be parked or stored in the parking lot. Only 1 vehicle per occupant is allowed.

Windows/Screens Do not remove window screens. Occupant is liable for any damaged or missing window screens.

Hazards No flammable liquids, fireworks, or materials that produce an open flame will be stored within room. Hot plates, candles, and incense are not permissible. Firearms or other weapons are not allowed in the facility. Polishes or cleaners that are considered flammable must be stored in metal containers. No grills of any type within 50 feet of the building. Grills are to be used in picnic areas only.

Maintenance Requests Contact the Fort McCoy Recreational Lodging office during duty hours. For emergency maintenance problems after hours, call 388-4357 (HELP).

Washers/Dryers Washers and dryers are located on each floor. Washers and dryers are to be cleaned out after every use. Empty the dryer lint vent after every use.

Visitors Friends or family members are not permitted to reside with occupant, including overnight guests. Visitors may not stay in room if occupant is absent.

Mail There is no mail delivery to the facility. Occupant may have mail delivered to their unit or maintain a post office box. Mailing address must be provided to the Fort McCoy Recreational Lodging office.

Telephone and Cable Telephone and cable service is not provided in room, but may be purchased from service providers at occupant's expense. Telephone service may be purchased through CenturyTel at 1-800-872-4016 and cable service may be purchased through Mediacom at 1-800-332-0245. Ensure services are disconnected prior to departure. Telephones with on-post service are located in the hallways.

Common Areas and Shared Bathrooms Common areas (kitchens) must be cleaned by occupant after each use. Clean sink, countertop, microwave, and oven. Clean floor if necessary. Do not leave dirty dishes in sink or on countertop. As a courtesy, keep shared bathrooms tidy and free from trash. Cleaning responsibility should be worked out between occupants.

Gazebo There is a gazebo behind Bldg. 1659 for occupant use. Please keep it clean, and ensure all furnishings are inside to protect them from the elements.

Storage A limited number of storage stalls are available for occupants of the 1600 block. Contact Family Housing at 388-3704 for details.

Upon reasonable notice to the occupant and at reasonable times, the Installation Commander (or a designated representative) or a Fort McCoy Recreational Lodging representative may enter the premises in order to (a) inspect the property, (b) make necessary repairs, alterations, or improvements, and (c) supply necessary or agreed upon services.

I am fully responsible to the United States for all expenses incurred from residing in Fort McCoy Recreational Lodging. I have read and understand the contract, and will abide by all policies and conditions. Fort McCoy Recreational Lodging reserves the right to terminate contract in the event of noncompliance of policies and conditions of contract.

Occupant is assigned to Bldg. # _____ , Room # _____ .

Occupant's Name (Printed)

Fort McCoy Lodging Rep. (Printed)

Occupant's Signature Date

Fort McCoy Lodging Rep. Signature