

MWR Accommodations Contract

Fort McCoy MWR Accommodations is managed by the Directorate of Family and Morale, Welfare, and Recreation (DFMWR), McCoy's Community Center. The Fort McCoy MWR Accommodations Office can be contacted at (608)388-2029/3011 during business hours (1000-1730, Monday - Friday).

This facility is temporary lodging for geographical bachelors and other authorized patrons. Priority for occupancy will follow AR 215-1, Table 7-1. First priority for rooms will be given to military personnel on active duty for a period of thirty days or more. Active duty includes duty in the Active Component of a military service, Active Guard and Reserve, Mobilization Orders for CONUS based support, Contingency Duty for Special Work, and Active Duty for Training. It does not include extended combat training (formally known as annual training) or battle assemblies for a period of less than thirty days. Subsequent orders that are issued without a break in duty will be treated as a continuous order. Military personnel are required to provide a copy of orders to the facility manager. Second and successive priorities will follow the order listed in AR 215-1, Table 7-1. Lower priority patrons may be accommodated only when there are no higher priority patrons on the established waiting list. If higher priority patrons request availability, lower priority patrons already occupying rooms will be notified and given to the end of the following month to vacate and will once again be placed at the bottom of the waiting list. Within a priority category, the patrons who have been in lodging the longest will be the first to be required to vacate.

The contract is affective for 12 months from the day of signing for each patron's stay unless they are displaced by a higher priority patron or are required to vacate for cause. A new contract can be initiated at the end of the 12 month period if room is available.

Rooms are assigned on a first come first serve basis, based on the date the application was received. 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 30 days will be subject to collection action.

****Security Deposit** A one month deposit will be required at the time of submitting a signed contract. The deposit will be returned after the 30 day departure notification and termination of contract. Any damage or cleaning required will be deducted from the security deposit on termination of the contract.

Rates Rates vary depending on the type of room requested. (Room with shared bath, Room with private bath, cottage.) Rates are published on the MWR Accommodations website:
(<http://mccoy.armymwr.com/us/mccoy/programs/recreational-lodging>)

****Payment Policies** Payment is due on the 1st day of each month. Payments not received by 10th of the month will be subject to a late fee of \$5 each day, retroactive, until payment is received. Payments will be made using Auto Debit direct from your debit/credit card (Visa

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or MasterCard). Payment account will be established at the time the contract is established.

Partial Months Payment for partial months will be prorated based on the number of days of occupancy and number of days in that particular month.

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 MWR Accommodations representative. Prior to final inspection, remove all personal property from the room, including baggage and cleaning supplies.

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/missing furnishings will be paid immediately.

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Security Room should remain locked at all times. Contact the Fort McCoy MWR Accommodations 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 MWR Accommodations 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 and common areas. 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 (0700-1500 Mon - Fri). Report lost keys to the Fort McCoy MWR Accommodations office as soon as possible. If key is lost after business hours, report to the Pine View Camp Host.

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 a \$500 charge at occupant's expense and eviction.

Service Animals Patrons are required to request reasonable accommodation in writing to the Chief, Community Recreation with the appropriate documentation that supports your request to include proof that the animal is individually trained to do work or perform tasks for the benefit of an individual with a disability. Once received, your request will be evaluated and you will be notified of the outcome.

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Patrons with service animals will be responsible for any damage caused by the animal, ensuring the animal is leashed at all times outside of the assigned room and ensure there is no barking or other noises that would disturb other guests. Professional carpet cleaning (proof of contract/payment) must be completed prior to departure. Patrons can waive the professional cleaning by contacting the Recreational Lodging manager and coordinating for the cleaning to be done at a charge commensurate with local service pricing.

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

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 MWR Accommodations 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. It is critical to clean the dryer lint screen 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 MWR Accommodations office.

Telephone and Cable Telephone 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. Ensure telephone services are disconnected prior to departure. Telephones with on-post service are located in the hallways. Basic cable service will be provided. Additional services may be purchased through Mediacom at 1800-332-0245.

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Common Areas and Shared Bathrooms Common areas (kitchens) must be cleaned by occupant after each use, including garbage. 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 MWR Accommodations office for details.

Lock-Out Any room lock-outs will be charged \$60. Call HELP desk @ 388-4357. Ensure you have your room key before leaving your room.

Firearm Storage Firearms are not permitted in MWR Accommodations. Storage for firearms is available at the Sportsman's Range for a fee. Contact can be made in person during normal Range hours or by phone at 608-388-9162.

Upon reasonable notice to the occupant and at reasonable times, the Installation Commander (or a designated representative) or a Fort McCoy MWR Accommodation 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 MWR Accommodations. I have read and understand the contract, and will abide by all policies and conditions. Fort McCoy MWR Accommodations reserves the right to terminate contract in the event of noncompliance of policies and conditions of contract.

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

Monthly rate is \$ _____ .

Occupant's Name (Printed)

MWR Representative (Printed)

Occupant's Signature Date

MWR Representative Signature Date