



**DEPARTMENT OF THE AIR FORCE
HEADQUARTER 377TH AIR BASE WING (AFMC)**

MEMORANDUM FOR FUTURE RV/VEHICLE STORAGE CUSTOMER

FROM: 377 SVS/SVRO

SUBJECT: APPLICATION PROCESS

1. Fill in the Application leaving decal, key, lot and space empty. Outdoor Recreation staff member will fill this in for you once you are assigned a space. Please initial by each statement located on the back of the application as well.
2. Spaces are assigned first come first serve, and using our registration priorities listed on the back of the application. Space assigned will be based on the size of the vehicle needed to be stored: size is from bumper to bumper or from bumper to tip of hitch, etc.
3. Application can be used for multiple spaces if you would like to fill in 1 application, we will copy for your second space. Each vehicle is assigned its own space. (e.g. car and RV: RV may be space 3001 and car will be given space 3004)
4. Please provide a copy of your insurance and a copy of your current registration. Out of state registration is fine as long as you provide an in state address and phone number. Remember to update us if any information such as a new address or phone number take place so we can keep our records updated and information you may need coming to you in a timely manner.
5. Many customers opt to call their insurance to make sure your vehicles/trailers/etc. are covered while in storage and not just when attached to your vehicle or parked at your personal residence, we suggest this as well as it will help to expedite any claims if later needed. Since NM has severe wind storms it is not out of the realm of possibilities that something may get weather damaged, etc. and we want your experience with Outdoor Recreation to be as pleasant as possible, even if a disaster happens.
6. Thank you for utilizing Outdoor Recreation and the RV storage facility. Feel free to call with any questions and if any help, etc. is needed: Kim Schultz, RV storage 846-1499 or Joni VanMeir, ODR Director 846-3351.

JONI VANMEIR
Director, Outdoor Recreation