

**MORALE, WELFARE AND RECREATION  
WHITAKER PLACE CAMPGROUND  
RENTAL AGREEMENT**

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** 10 USC 3013; 26 USC 6041; AR 215-1, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; DoD Directive 1015.2, Military Morale, Welfare, and Recreation; DoD Instruction 1015.10, Program for Military Morale, Welfare, and Recreation; E.O. 9397 (SSN).

**PRINCIPLE PURPOSE:** The information provided is solely for identification and determining eligibility of the customer applying for campground site, fee collection, and administration of the Whitaker Place Campground.

**ROUTINE USE:** This form is to identify authorized users to the Outdoor Recreation Program. This information will not be given out to any other person or organization.

**VOLUNTARY DISCLOSURE:** Information is voluntary; however, if you desire to use the Whitaker Place Campground, it is mandatory.

Customer Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Service Branch: \_\_\_\_\_ Unit/Organization: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Credit Card Holder \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**( TAFF USE ONLY )**

**MWR Campground Assigned Site #:** \_\_\_\_\_ **Lot Type:**  Pull-through  Back in

RESERVATION DATES: \_\_\_\_\_ THRU \_\_\_\_\_

**Eligibility Status (Check all that apply)**

Active Duty  Reserve or National Guard  Retiree  DOD Civilian  
 100% Disabled Veteran  Other Government Employee  Dependent of Qualified MWR Eligible Patron

**Identification provided at check-in:**

**ID NUMBER:** \_\_\_\_\_

Military ID  Retiree ID  Dependent ID  Contractor or State Employee ID

**Vehicle Description(s) for ALL vehicles and trailers that will be at assigned site. Limit of 2 vehicles other than the Camper/RV hooked upto the site. Off road vehicles are not allowed.**

Trailer  Privately Owned Vehicle(s)  Golf Cart  Motorcycle  Other

Vehicle Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License No: \_\_\_\_\_

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Vehicle Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License No: \_\_\_\_\_

GUESTS: \_\_\_\_\_

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This Rental Agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Lessee (customer) and the Morale, Welfare and Recreation, Outdoor Recreation (hereinafter referred to as MWR-ODR).

1. \_\_\_\_\_CHECK-IN PROCEDURES: All rental reservations will be charged the entire stay upon check-in. Upon receipt of payment keys for the shower house and common area will be provided.
2. \_\_\_\_\_ADDITIONAL CHARGES and PAYMENTS: Check out is at 1100 on day of departure. Failure to vacate site by 1100 will accrue an additional night rental charge. Failure to remove cigarette butts, trash, etc from site will accrue an additional \$30 site maintenance charge. Damage and/or destruction of property will be assessed fees for the cost of the repair/replacement. Customer agrees to make any additional payments immediately upon notification. If fees are unpaid for 30 days a certified letter will be sent. If payment is not made by the date on the certified letter the items will be considered abandoned, removed from the Whittaker Place Campground at the owner's expense, and collection procedures initiated. Lost or damaged keys will be charged a \$30 replacement fee. Replacement keys payments may be made only by cash or money order.
3. \_\_\_\_\_AUTHORIZED VEHICLES: Only the vehicle(s) listed on this agreement is/are authorized to be in the campground and must meet the following requirements:
  - Must be owned and registered under the name of the eligible patron that is named on this rental agreement or their guest.
  - Vehicles must be immediately transportable, towed, or driven on wheels. Boats must be on trailers that fit the above transport criteria and will be storage for the appropriate fee at the MWR-ODR Storage lot. Vehicles left for extended duration without prior authorization will be removed at owner's expense.
  - Properly insured for damages, destruction, vandalism, and loss due to theft if required by state law. Failure to maintain personal insurance to cover these risks constitutes a "Self-Insurer." (The military will not process any claims for incidents on vehicles in storage lots. If such incidents occur, lessee is to contact FT Knox.)
4. \_\_\_\_\_PROHIBITED VEHICLES AND ACTIVITIES: Violation of the any of the following may result in a \$50 fine and/or removal from the campground.
  - No major repairs or maintenance on any vehicle.
  - No dumping or storing of trash or debris anywhere on property including the storage lot.
  - No dumping any fluid whatsoever from vehicle in the campground or storage lot.
  - No disposing of batteries, vehicle parts, or hazardous materials on facility grounds.
  - No building or erecting permanent or semi-permanent structures of any kind.
  - No commercial or industrial vehicles will be kept at the campground.
  - Failure to comply with the Whittaker Place Campground Rules
  - Homesteading. Maximum Length of Stay: Summer Season (1 April – 30 September) 30 day maximum, renewable up to 60 days total if there are vacancies and no individuals on the wait list. Winter Season (1 October – 30 March) 30 day maximum, renewable up to 90 days total if there are vacancies and no individuals on the wait list.
5. \_\_\_\_\_SALE/TRANSFER OF PROPERTY: If property is transferred or sold to another person, MWR-ODR must be notified immediately and the customer(s) are/is responsible to update MWR-ODR's storage agreement with the eligible patron's information and signatures. If the property is sold to an ineligible patron, the property must be removed immediately upon transfer.
6. \_\_\_\_\_RENTAL AGREEMENTS must be signed and turned in to BLDG 402 prior to renter occupying the site. MWR-ODR Whittaker Place Campground Rental agreements can be obtained and turned in between the hours of 0730 and 1600 Monday through Saturday. The office will be closed on Federal Holidays. After hours rental agreements can be obtained from the campground host/hostess.
7. \_\_\_\_\_CHANGE OF INFORMATION: It is the customers responsibility to contact the MWR-ODR office or the Lodging front desk if their contact information changes. Customers are required to keep an updated credit card on file for processing.
8. \_\_\_\_\_ADDITIONAL STORAGE SPACE: Property at all sites must stay within the site's boundary lines in all directions. If property is outside these boundary lines, you will be charged an additional monthly fee of \$30 and be assigned a storage lot site number for additional vehicles.

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Nothing will be stored in the MWR-ODR Storage lot unless the proper rental agreement and payment has been made. If any items are found to be stored without a proper rental agreement the customer must pay an additional monthly fee of \$45.

9. \_\_\_\_ WINTERIZATION: During the Winter Season (1 October-30 March) the customer is responsible for appropriately insulating the water line/hose from the connection site to the camper. If the customer fails to insulate the line or use a heated hose; customer assumes financial responsibility for all repairs due to improper insulation. When temperatures drop below 32 degrees Fahrenheit the water must be turned off at the spigot and water hoses removed in order to prevent freezing.

10. \_\_\_\_ CHECK-OUT PROCEDURES: Customer will notify the MWR-ODR office or Lodging front desk when campground space is no longer needed. Failure to notify the MWR-ODR office or Lodging front desk will result in fees being charged until notification has been received. Check out is at 1100 on day of departure. Failure to vacate site by 1100 will accrue an additional night rental charge. Failure to repair ruts or remove cigarette butts, trash, etc from site will accrue an additional \$30 site maintenance charge. Damage and/or destruction of property will be assessed for the cost of the repair/replacement. Customer agrees to make any additional payments immediately upon notification.

11. \_\_\_\_ RENEWALS: Payment for renewals are due on the 1<sup>st</sup> day of the approved renewal. Payment can be made by Cash, VISA, MasterCard, American Express, or Discover. Customers who fail to make payment for renewal on day of renewal are required to vacate site and future renewals may be denied.

12. \_\_\_\_ MANDATED MOVE: Customer agrees to remove their vehicle(s), motor home, RVs, trailer(s), etc within 15 days of being notified by the Lodging/MWR-ODR office in the event of campground maintenance, evacuation, or other extenuating circumstances. Failure to remove property within the 15 days will result in the customer being held liable for all expenses associated including transportation, storage, repairs, etc. The customer also understands that MWR-ODR, U.S. Army, Camp Atterbury, nor the moving company will not be held liable for any damages associated with the move.

13. \_\_\_\_ LIENS: Owner agrees that MWR-ODR shall have a lien upon the item stored in the campground facility for the value of any unpaid rent or charges incurred as a result of this agreement, and for expenses necessary for the preservation, sales, or disposition of the item to satisfy the lien. When any part of the rent or any other charges due herein remain unpaid for 30 days, MWR may terminate this Agreement by sending a "Notice of Termination and Lien" to lessee's last known address, or placing a notice at the site if the campground space is still being utilized. If lessee fails to pay all of such rent or other charges due within the time stated in the Notice of termination and Lien, MWR may sell the Lessee's property in order to satisfy the amount of the lien.

I certify and acknowledge that I have read, understand, and will comply with the above stated Camp Atterbury MWR Outdoor Recreation Campground Rental Agreement and storage policies. Any violations may cause means for customer removal from the campgrounds.

Customer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**RELEASE AND HOLD HARMLESS AGREEMENT**

1. \_\_\_\_ This release serves as an inducement to the MWR-ODR to allow the undersigned to use the assigned campground site. The undersigned also agrees to indemnify and hold harmless MWR-ODR and the United States of America from all costs, claims, and liabilities of any kind stemming from this lease contract.

2. \_\_\_\_ This contract contains the sole agreement between the parties hereto. The undersigned attests to the fact that they have read and signed this agreement as well as the Whitaker Place campground rules. By electing to use this facility, you agree to comply with all provisions. It is understood by the undersigned that use of this facility is at the discretion of the Installation Commander and the Installation Commander exercises that discretion and uses their judgment as to the best interests of the installation in fulfilling its mission at all times, and that this agreement is subjected to said judgment. I have read and understand the above statement.

Customer will Initial Paragraphs 1 & 2 showing he/she has read and agrees thereto. Sites will not be assigned for use unless Customer agrees to the "RELEASE AND HOLD HARMLESS AGREEMENT."

Customer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Whitaker Place Campground Rules

1. All guests must register with the Lodging Front Desk located at BLDG 402. Phone number (812) 526-1499 x 61128. All guests will sign for their keys on the day of arrival and return their keys to this building upon departure. Each guest will check in immediately upon arrival. If guest arrives after-hours and there are available lots, the guest will be entered into the log, complete MWR Whitaker Place Campground Rental Agreement, the campground host/hostess in may assign an open site for the first night stay. Customers that fail to sign a rental agreement within seven days of arrival are subject to removal from the campgrounds. The guest must report to the lodging office the morning following placement to provide continued payment to entered into the system. Check out is 11:00am. Late checkout will incur charges for an additional day.
2. The individual registered for each campsite is responsible for each of their guests. Children 12 and under must be accompanied by an adult while at the playground area, bathhouse, pool, and while utilizing any other facility located on Camp Atterbury. All children are to be at their site at dusk or accompanied by an adult. No children are allowed to drive any type off road vehicles.
3. All guests must have insurance on their RV/Camper as well as on their personal property. Camp Atterbury is not responsible for accidents involving the patrons and guests of Whitaker Campground nor their property. Recreational Vehicles (RV) may not be left unoccupied for more than 72-hours. The host/hostess must receive prior notification anytime that an RV is left unoccupied for more than 24 hours. Air conditioners will not be left on during extended absence from site; otherwise staff will be forced to cut power to this site. RVs and RV sites may not be subleased or released to an individual other than the registered occupant.
4. All roads within Whitaker Place are one way. The two roads on the right are designated for incoming traffic. The two on the left are for outgoing traffic. Campground speed limit is 5 MPH and is strictly enforced.
5. Quiet Hours are from 10:00pm to 7:00am. Generators or similar noise producing equipment may not be operated during this time.
6. Alcohol consumption within the campground is allowed only at camp sites.
7. No vehicles will be parked on the grass or in the storage lot area. The storage lot begins at the Northern area near the metal 20' connexes.
8. Fireworks, firearms, BB guns, or other potentially lethal devices are not permitted.
9. Fishing in the pond is catch & release only.

## Whitaker Place Campground Rules continued

10. All pets and service animals must be kept on a leash at all times and are not permitted inside base buildings or facilities, including the campground bathhouse (excluding inside the RV/ Cabin). Owners are responsible for the actions of their animals, to include liability for injuries and/or damages caused by their animals. Pets are not permitted to foul any area on base. Each pet owner is responsible for cleaning up after their pet and discarding the debris in the dumpster or trash collection point at the campground. The number of pets per campsite is limited to two. Farm and/or wild animals are not permitted. Under no circumstances will a nuisance pet be tolerated. Guests will be asked to vacate if their pet is deemed a nuisance by host/hostess or DPCA Director. Nuisance pets are defined as a pet that habitually or continuously barks, whines, howls, meows, or causes other objectionable noise in such a manner or extent that it disturbs others, interferes, obstructs, or chases persons or vehicles, defecates on any campsite, playground or other common area, performs any other action which endangers life or health, gives offense to the senses, violates laws of decency, or obstructs reasonable and comfortable use of other campsites.

11. Guests are responsible for removing all ashes and making sure grill the is cleaned prior to departure from the site. At no time will hot ash be placed in a trash can or dumpster.

12. Guests are responsible for disposing of their individual trash. Trash is disposed of at the trash point located behind building 250. No other dumpsters are authorized for use.

13. No primitive camping is allowed on lots used for campers, recreational vehicles, etc.

14. Occupants may not install, construct, or erect any type of exterior building, structure, or appliance on the site. Temporary clotheslines with a maximum length of 6-feet are permitted for a maximum period of one day. Clotheslines are not to be strung with the use of nails or effecting any damage to trees and/or campsite.

15. All sewage hoses will be sealed utilizing twist/locking attachments or donuts to ensure hygienic conditions at each site.

16. All patrons must comply with local, State, and Federal laws and regulations.

17. All campers who are eligible may use the PX, Fitness Center, and pool when accompanied by an authorized patron. Guests are permitted to use washers and dryers. Pet linens will not be washed or dried in any machines on Camp Atterbury.

18. Lodging office hours are Monday through Saturday 7:30am to 4:00pm. Lodging office phone number 812-526-1499 x61128. For questions arising after duty hours please contact the campground host/hostess located at Whitaker Place Campground on campsite #22.

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Printed Name of Guest

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Signature and Date