



DEPARTMENT OF THE ARMY
CAMP ATTERBURY - MUSCATATUCK
P.O. BOX 5000
EDINBURGH, IN 46124

NGIN-CAC-Z

13 July 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Commander's Policy Memorandum No. 10 - Camp Atterbury MWR Cabin Rental Policy

1. The purpose of this memorandum is to notify guests of the rental policy for Atterbury's rental cabins. Atterbury cabins provide a peaceful and relaxing get away for authorized users and their dependents.
2. Authorized users are:
 - a. Retired Military
 - b. Active Duty
 - c. National Guard and Reserve Members
 - d. State Employees
 - e. DOD contractors
3. Check-in & Check-out: Check-in is at 1400hrs each day, please do not request an early check-in as the cabins are cleaned just prior to arrival. If arriving after 1600hrs you may pick your cabin key up at the main gate with valid Military ID. After hours arrivals must visit building #402 on the next business day to sign appropriate paperwork. Check-out time is 1100hrs, you may go to building #402 during operating hours or place your key in the "drop box" if the office is closed.
4. Cabins are not designed to host meetings and/or social events and should not exceed their maximum capacity IAW local fire codes.
 - a. The maximum capacity for each cabin which includes children and adults:
 - (1) Cabins 1 & 2 – 6 occupants
 - (2) Cabin 3 – 10 occupants
 - b. Social events include the following but not limited to:
 - (1) Bridal and Baby Showers
 - (2) Weddings
 - (3) Graduation Parties
 - (4) Retirement Parties
 - (5) Retreats
 - (6) Family Reunions

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5. Parking: The number of parking spaces in front of the cabin is the allowed number of vehicles per cabin. Primitive camping, campers, and trailers are not permitted at cabins. No vehicles are allowed off roads at any time and parking in grass is prohibited.

6. Cabin rental: Authorized users are allowed only one cabin rental during a given time period. Two people from the same family cannot rent a cabin in different names in order to hold or use multiple cabins during the same time frame. If the lodging staff determine that multiple cabins were reserved, the first cabin reserved will be held and the other reservations will be cancelled.

7. The maximum and minimum stay for any one reservation is as follows:

a. Two-night standard minimum reservations on Fridays and Saturdays. Sunday through Thursday is only a one night requirement.

b. The maximum stay for any one cabin is seven nights consecutively; the consecutive days may include one weekend. Check in time is no earlier than 1400hrs and checkout time is no later than 1100hrs.

8. Smoking and Pets: All cabins are smoke and pet free. Any sign of smoking or pet damages to cabins may incur a \$250.00 dollar cleaning/repair fee. Smoking receptacles are provided outside of each cabin by the back porch. Thank you for being considerate of future guests. Service animals are allowed IAW Indiana State law.

9. Damages: Any damages to the property of the actual cabin or to the contents inside of the cabin, to include but not limited to, furniture, appliances, structure (i.e.: floors, walls or windows) will be reimbursed by the renter to the MWR fund for replacement cost.

10. Pond Use: Usage of the pond is for recreational only, there is a strict "catch and release" for fishing. Paddle boats and fishing gear are provided for your use, note that there isn't a lifeguard on duty and any water activities are at your own risk. Each cabin is assigned one (1) paddle boat; authorization is not given for the use of additional paddle boats from the other cabins. You are authorized usage of the paddle boat assigned to the cabin you are staying in for the duration of your stay. If you have children, we ask that you maintain positive control of them to avoid any danger or unnecessary risk. Life vests are provided for your safety.

11. Scheduled departure days: Please leave kitchen area clean, wash all used dishes, bag up trash and place on porch facing parking lot, lock all doors and windows and remove all personal items. Leave all used beds unmade so we know to change linens. Make sure gas grill and fireplace are turned off and outdoor fire is completely out before going to bed or leaving the property.

12. Cancellation / Changes / No Show: If you need to cancel or change your reservation we ask you do so at least 24 hours prior to day of arrival. If cancellation is made after this time you will incur a one night rental fee. If reservation is not cancelled and you are "no show"

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you will be charged one night fee and the remainder of your reservation will be cancelled and re-rented. You can reschedule your reservation any time without penalty.

13. Lost & Found: We are not responsible for lost or stolen items. Please check your cabin thoroughly prior to departure for any personal belongings. If you notice you have left an item behind, please call our office and every effort will be made to locate the item.

14. Noise Policy: We ask that after 2200hrs our guests refrain from loud or disturbing noises to show respect to other guests.

15. Internet Policy: We provide unlimited Wi-Fi at each cabin at no additional charge. Pass code will be provided at time of check-in.

16. Firearms: Only those individuals identified on the Headquarters Indiana, J3 Provost Marshall Concealed Carry List are authorized to carry privately owned firearms within the Atterbury cabin ground areas. Other recreational weapons such as pellet guns, BB guns, or bows are strictly forbidden.

17. Off Road Vehicles: Off road vehicles are not permitted as they disturb the environment as well as other personnel staying in the area. The only authorized exception is the grounds maintenance staff working for the housing office.

18. Keys: In the event of a lost key, it is the occupant's responsibility to cover the cost incurred for replacement. Payments for lost keys may be made by check or money order only at the rate of \$28.00 dollars per key. Camp Atterbury housing office will assist you should that situation arise.

19. As part of the reservation process, cabin renters will agree to follow the policies listed in this memorandum.

20. The point of contact for this memorandum is CPT Sara Eldridge at sara.j.eldridge.mil@mail.mil or by phone 812-526-1499 ext. 61549 or the Lodging Office at 812-526-1499 ext. 61128



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