

BASE KODIAK MORALE, WELL-BEING AND RECREATION (MWR) STANDARD OPERATING PROCEDURE (SOP)

Buskin Beach House

Effective Date: 27 JULY 2026



OVERVIEW.

The Buskin Beach House is a Category B Facility administered by Base Kodiak MWR Outdoor Recreation, to support both appropriated and non-appropriated activities. Use is determined on a first come, first serve basis, regardless of intended use.

Ref: (a) Coast Guard Morale, Well-being, and Recreation Manual, COMDTINST 1740.1

1. PURPOSE.

To set forth guidelines for the operation of the Base Kodiak MWR ODR Buskin Beach House.

2. SCOPE.

This SOP applies to the use and administration of Base Kodiak MWR ODR Buskin Beach House.

3. OBJECTIVES.

- a. Community Engagement: Provide opportunities for events and programs that allow MWR eligible patrons to gain skills and knowledge to further participate and engage in community driven activities.

- b. Personal Growth: Provide avenues for developing recreational and interpersonal skills.
- c. Sustainable management: Ensure Buskin Beach House is being managed for long term sustainability both economically and socially.

4. PROCEDURES.

- a. Eligible Renters: MWR eligible only. Refer to Coast Guard Base Kodiak Instruction 1740.1 on the Kodiak MWR website, www.kodiakmwr.com
- b. Reservations
 - i. MWR eligible patrons can make reservations 60 days in advance on a first come first serve basis utilizing the MWR website, www.kodiakmwr.com
 - ii. Cancellations must be made no less than 72 hours in advance, or no refunds will be issued.
 - iii. Reservations include an agreement, rules, and a maintenance list.
 - iv. Prior to the reservation date, a passcode for gate lock and front door code will be emailed to the renter.
 - v. Reservations will begin at 6:00am the day of reservation and end at 2:00am the day following the initial reservation.
 - vi. Renter must be at least 18 years of age or older to reserve Buskin Beach House. Active-Duty members who are under 18 years of age are eligible to make reservations.
 - vii. Reservations will not be available during MWR Programing.
- c. Check-In
 - i. Renter is responsible for identifying issues with facility at time of check-in. Upon arrival, inspect the facility and grounds for any damage or issues and use the check-in QR code located on the wall by the front door to clock your check-in time and report any issues.
 - ii. Send an email with photos to basekodiakboathouse@gmail.com, if needed.
 - iii. Damage that is found, and not noted in the check-in process, will be the responsibility of the renter.
 - iv. There will be occasions where MWR staff are unable to access the property between rentals. If the facility is dirty upon arrival, indicate the issues on the check-in form and include pictures, so MWR can hold the previous renter accountable. If the renter chooses to stay in the facility and continue their rental, they are still accountable for ensuring the facility is cleaned in accordance with Section 8 below. If the renter is unwilling to accept the facility in the condition found, they should contact the Boat House during normal business hours. If the Boat House is closed, they should contact the Main MWR office. A case-by-case determination will be made as to whether a refund will be given in this situation.

5. FEES.

- a. Daily Rental: \$75 Active-Duty and \$85 MWR Eligible Civilians. Active-Duty status will be verified using the .mil email address. If MWR is unable to validate the Active-Duty status, the civilian rate will automatically be applied. Renters are responsible for ensuring they are MWR eligible before making the reservation. The list of MWR eligible personnel is listed on Kodiakmwr.com. Select facilities, Outdoor Rec, and then click on the Authorized Patron List button. MWR will terminate reservations if they determine a renter is not an authorized patron.
- b. Refundable cleaning/security deposit: \$150. Deposits will be returned within 72 hours of checking out. If patrons wish the deposit be returned to their original form of payment, they must ensure their credit card information is added to their Activity Reg account. If a credit card is not on file in Activity Reg, the security deposit will be credited back to the patron's Activity Reg account and available for use in future online purchases.
- c. Patrons are required to fully clean the facility when departing. Failure to complete all required portions of the cleaning checklist will result in MWR charging a fee of \$30/hr. This fee will be charged for full hour increments based on the time needed to complete the cleaning as required in Section 8 below.

6. HOURS OF OPERATION.

- a. Buskin Beach House will be available for rent 365 days a year, subject to MWR programmed activities/events. The road to the Buskin Beach House is not maintained by Base Kodiak MWR during the winter months. This road is part of the BOSS contract; however, it is not a priority location and plowing and ice mitigation may not be completed immediately. Patrons choosing to rent this facility during winter months are responsible for ensuring they can access the facility. Refunds will not be given due to inability to access the facility due to road conditions.
- a. Maintenance checks or reservation questions are not available on federal holidays.
 - i. All reservations on federal holidays must be arranged prior to the holiday.
- b. The Buskin Beach House is available for day-use rentals only.
 - i. Rental Hours: 6:00am – 2:00am the following day.
 - ii. No Overnight Stays: This property is for daily use only. Sleeping is strictly prohibited on the premises.
 - iii. Multi-Day Rentals: Guests who rent the property for multiple days in a row must still vacate the property by 2:00am and are not permitted to use it for overnight lodging.

7. RULES AND RESPONSIBILITIES.

- a. The renter is financially responsible for any damage to the Buskin Beach House, its contents, or its facilities. The renter will pay the USCG Base Kodiak MWR ODR or the U.S. Coast Guard for the full cost of any repairs, replacements, or required deep cleaning upon request.
- b. Unauthorized activities:
 - i. Fundraising without written permission from the Commanding Officer, using guidance from the Base Kodiak Fundraising Instruction CGBASEKODIAKINST 1710.8
 - ii. Admission charges to events without permission from Commanding Officer.
 - iii. Garage or rummage sales.
 - iv. Open fires: Only authorized fires are in the MWR designated fire ring (concrete fireplace structure or metal fire ring with grill top).
 - v. All other fires outside the designated fire ring require a permit, which can be obtained from the USCG Base Kodiak Fire Department beforehand.
- c. Smoking: This is a non-smoking property. No smoking or vaping is permitted inside. Renters must also follow all USCG and Base Kodiak instructions smoking policies.
- d. Pets: Pets (with the exception of certified service animals- emotional support animals DO NOT meet this exception) are not allowed in the Buskin Beach House facility. All pets on the property must always be on leash and under the control of the owner. All waste must be removed from the site. Failure to follow these rules and ensure pet waste is removed may result in MWR banning pets at ODR facilities.
- e. Alcohol: Renters and their guests are required to comply with all established USCG and Base Kodiak instructions regarding alcohol use on USCG property. It is the renter's responsibility to know and follow these rules.
- f. The renter shall ensure all guests comply with applicable state and federal laws.
- g. The renter shall ensure all guests comply with applicable Coast Guard and Base Kodiak regulations, including the prohibition for discharging firearms and fireworks on federal property.
- h. Any wood brought in for fires must be burned or removed at the end of the reservation.
 - i. Burning whole pallets is prohibited.
 - ii. Remove debris, such as trash, bottles, cans, nails etc. from the fire pit.
 - iii. Non-compliance will result in forfeiture of cleaning/security deposit.

- i. Only use damage-free products (like command hooks or painter's tape) to hang decorations. The use of nails, staples, tacks, or any other item that punctures the walls is strictly forbidden and may result in forfeiture of cleaning/security deposit.
- j. Kitchen utensils and equipment are NOT provided in the Buskin Beach House due to the lack of water supply.
 - i. Food and Debris are NOT allowed in the sinks, and cleaning of cooking equipment in the sink is not allowed.
 - ii. Patrons wishing to cook in the Buskin Beach House facility must bring their own equipment, to be cleaned off site.
 - iii. Hot mitts and trivets are provided and must remain in the facility. If these items are removed or damaged, the cost will be deducted from the security deposit.
- k. Tables and chairs will be provided for use at Buskin Beach House facility during reservations, located in the female bathroom.
 - i. Four long tables
 - ii. Forty chairs
 - iii. Additional tables and chairs may be reserved at the Gear Issue Desk at the gym, depending on availability.
- l. Sponsor must remain at the Buskin Beach House whenever guests are occupying the space.
- m. The restroom facilities are not available for use, due to the lack of water supply in the facility. Renters are responsible for ensuring their guests do not attempt to use these facilities.

8. MAINTENANCE AND CLEANING

- a. Cleaning supplies are in the closet between the restrooms and inside dining area/kitchen cabinets.
 - i. Provided cleaning supplies: broom, mop, bucket, garbage bags, disinfectant, paper towels, and toilet paper.
 - ii. Two Water Jugs will be made available to each rental party, within the facility. If more than 2 jugs are required for cleaning and mopping the floors, renters may take them to Boat House during normal operating hours for a refill.
- b. Check-Out:
 - i. Remove all personal property and decorations.
 - ii. Clean/wipe down tables and chairs and stack neatly back in the female head.
 - iii. Wipe down all countertops.
 - iv. Wipe down refrigerator, oven, microwave, and run garbage disposal if food is present.
 - v. Brush off cushioned seats along front windows.

Standard Operating Procedures (SOP) for the Base Kodiak MWR ODR Buskin Beach House

- vi. Clean windows as needed.
- vii. Empty all trash and replace plastic bag liners (both indoors and outdoors) and take trash out.
- viii. Pick up outside litter, pet waste, and used smokeless tobacco products etc.
- ix. Clear out all debris from fire pit.
- x. Sweep floors.
- xi. Floors are required to be mopped upon departure. 2 water jugs are provided in the facility, and refills are available at the Boat House during normal working hours.
- xii. Store wet mop on hook in cleaning closet and rinse out mop bucket.
- xiii. Leave cleaning supply closet door open with fan on before leaving.
- xiv. Renter is responsible for notifying MWR ODR of any damage or issues noted while using the property, at time of check-out. Upon check-out, use the check-out QR code located on the wall by the front door to clock your check-out time and report any issues. Send an email with photos to basekodiakboathouse@gmail.com if needed.
- xv. Ensure all doors are shut and locked, including porta potty door, close and lock gate behind you.

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