

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

Holiday Beach

Effective Date:05/12/2026



OVERVIEW.

Holiday Beach is a Category B property administered by Base Kodiak MWR Outdoor Recreation (ODR), 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, Wellbeing, and Recreation Manual, COMDTINST 1740.1

1. PURPOSE.

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

2. SCOPE.

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

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 Holiday Beach 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 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 site maintenance list.
 - iv. Prior to the reservation, a passcode for the gate lock will be emailed to the renter.
 - v. Reservations will begin at 12:00pm the day of reservation and end at 11:00am the day following the initial reservation.
 - vi. Renter must be at least 18 years of age or older to reserve Holiday Beach. Active-Duty members who are under 18 years of age are eligible to make reservations.
 - vii. Water jugs are available at the Boat House for potable water.
 - viii. Reservations will not be available during MWR Programing.
- c. Check-In
 - i. Renter is responsible for identifying issues with their site at time of check-in. Upon arrival, inspect the site for any damage or issues. Report any problems to the MWR ODR department as soon as possible. Send an email detailing the issues with photos to basekodiakboathouse@gmail.com.

5. FEES

- a. Group site rental daily fee: \$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.
 - i. Up to 4 small/medium trailers
 - ii. Rentals are limited to 7 days in length
- b. Tent site rental daily fee: \$10 Active-Duty and \$15 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.
 - i. Rentals are limited to 7 days in length

6. HOURS OF OPERATION

- a. Holiday Beach will be available for rent 365 days a year, subject to MWR programmed activities/events.
- b. Maintenance checks or reservation questions are not available on federal holidays.
 - i. All reservations on federal holidays must be arranged prior to the holiday.
- c. Rental Hours: 12:00pm-11:00am

7. RULES AND RESPONSIBILITIES

- a. The renter is financially responsible for any damage to their Holiday Beach site, 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 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.
 - vi. To have a fire anywhere else (for example, a bonfire on the beach), obtain a permit from the USCG Base Kodiak Fire Department beforehand.
- c. Smoking: This is a non-smoking property. No smoking or vaping is permitted on the property.
- d. Pets: Pets 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.

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

- 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. Sponsor must remain at Holiday Beach whenever guests are occupying the space.

8. MAINTENANCE AND CLEANING

- a. Take all trash out with you.
- b. Pick up outside litter, pet waste and used smokeless tobacco products, etc.
- c. Clean all unburned trash and debris from fire pit.
- d. Close and lock gate behind you.

USCG Base Kodiak MWR Director: Alvina Smith