

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

Buskin Beach House

Effective Date: 15 APRIL 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 Outdoor Recreation Buskin Beach House.

2. SCOPE.

This SOP applies to the use and administration of Base Kodiak MWR Outdoor Recreation 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 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. After completing online reservations, 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. Water jugs are available at the Boat House for cleaning and/or potable water.
 - viii. Reservations will not be available during MWR Programming.
- 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.
 - ii. Report any problems to the MWR ODR department as soon as possible.
 - iii. Send an email detailing the issues with photos to basekodiakboathouse@gmail.com.

5. FEES.

- a. Daily Rental: \$75 Active-Duty and \$85 MWR Eligible Civilians
 - i. Reservations must be made through Active-Duty member's account to receive Active-Duty fee.
- b. Refundable cleaning/security deposit: \$150

6. HOURS OF OPERATION.

- a. Buskin Beach House 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. The Buskin Beach House is available for day-use rentals only.
 - i. Rental Hours: 6:00am – 2:00am Daily
 - 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.
 - 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 inside. Renters must also follow all USCG and Base Kodiak instructions smoking policies.
- d. 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.
- e. The renter shall ensure all guests comply with applicable state and federal laws.
- f. 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.
- g. 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.

- h. 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.

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.
- b. Check-Out:
 - i. Remove all personal property and decorations.
 - ii. Clean/wipe down tables and chairs and stack neatly.
 - 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.
 - 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, cigarette butts, and used smokeless tobacco products etc.
 - ix. Clear out all debris from fire pit.
 - x. Sweep floors.
 - xi. Mop floors after sweeping.
 - 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. Ensure all doors are shut and locked, including porta potty door, close and lock gate behind you.

USCG Base Kodiak MWR Director: Alvina Smith