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

Ski Chalet

Effective Date: 10/9/2026

OVERVIEW.

The Ski Chalet is a Category B Facility 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 Ski Chalet.

2. SCOPE.

This SOP applies to the use and administration of Base Kodiak MWR ODR Ski Chalet.

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 Ski Chalet 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, https://www.kodiakmwr.com/outdoor-rec

b. Reservations
   i. MWR eligible patrons can make reservations 60 days in advance on a first come first serve basis utilizing the MWR website, https://www.kodiakmwr.com/outdoor-rec
   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 the gate lock and front door code will be emailed to the renter.
   v. Reservations will begin at 12:00pm on 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 Ski Chalet. 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 ensuing 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 during normal business hours. A case-by-case determination will be made as to whether a refund will be given in this situation.

5. FEES.

a. Daily rental fee: $30 Active-Duty and $35 MWR Eligible Civilians. Active-Duty status will be verified using the .mil 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. Ski Chalet will be available for rent 365 days a year, subject to MWR programmed activities/events. The Anton Larson Road to the Ski Chalet is not maintained by Base Kodiak MWR. 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.

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. Due to the remote location and safety concerns with night-time driving, the Ski Chalet is available for overnight rentals.
    i. Rental Hours: 12:00pm – 11:00am the following day.

7. RULES AND RESPONSIBILITIES.

a. The renter is financially responsible for any damage to the Ski Chalet, 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. There is no running water or electricity available at this location. A 7000 Watt generator is available on site if patrons wish to have electricity. Patrons must provide

their own fuel (regular unleaded) if they intend to utilize the generator. The generator is an added benefit but is not considered in the pricing of the facility rental. If the generator is non-operational during a stay, patrons will NOT receive any compensation. If the generator is damaged due to misuse, it may not be replaced for future renters. See the following steps to set up and use the generator:

i. Roll generator down the back deck next to the crawl space at the back side of the building.
ii. Flip the Eco-throttle switch to OFF.
iii. Set voltage to 120v/240v on selector switch.
iv. Turn the main switch key to the ON position.
v. Press and release the engine start button.
vi. Let the engine idle for 2-3 minutes before switching eco-throttle to the ON position and plug in the extension cord located in the crawl space.
vii. When shutting it down, unplug the extension cord, allow engine to idle for 1-2 minutes, and turn the main switch key to the OFF position.
viii. Put generator inside the facility before leaving.

d. The generator is only allowed to run during waking hours. During hours in which patrons are sleeping, the generator must be shut off due to safety concerns.

c. 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: This facility does not have a designated and approved fire ring. Any open fire requires a burn permit from the Base Kodiak Fire Department Marshal. You, and your group, are responsible for extinguishing all fires prior to leaving the Ski Chalet.

d. Smoking: This is a non-smoking property. No smoking or vaping is permitted inside. Renters must also follow all USCG and Base Kodiak instructions on smoking policies.

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. Pets: Pets (with the exception of certified service animals- emotional support animals DO NOT meet this exception) are not allowed in the Ski Chalet facility. All pets on 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.

g. The renter shall ensure all guests comply with applicable state and federal laws.

h. 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.

i. 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.

j. 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.

k. Sponsor must remain at the Ski Chalet whenever guests are occupying the space.

l. Cell service is limited in the vicinity of the Ski Chalet. Patrons are reminded that in the event of an emergency, medical services may be hard to reach and have a long lead time to access the area. There is no internal phone system at the Ski Chalet building.

8. MAINTENANCE AND CLEANING

a. Cleaning supplies are provided in and besides the dresser in the main area.
   i. Provided cleaning supplies: broom, mop, bucket, garbage bags, disinfectant, paper towels, and toilet paper.
   ii. Two water jugs will be made available for each rental party at the facility. If more 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.
   iii. Wipe down all countertops.
   iv. Wipe down refrigerator.
   v. Brush off couches and chairs.
   vi. Clean windows as needed.
   vii. Empty all trash and replace plastic bag liners and take trash off site with you.
   viii. Pick up outside litter and smokeless tobacco products, etc.
   ix. Clear out all debris from fireplace if used.
   x. Sweep floors.
   xi. Floors are required to be mopped upon departure. Two water jugs will be provided in the facility, and refills are available at the Boat House during normal working hours.

xii. Ring out mop head, rinse out mop bucket, store mop in the corner by dresser with mop head up and pole standing in bucket.

xiii. 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.

xiv. Ensure all doors are shut and locked, including porta potty door, close and lock gate behind you.

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