



MANATEE COVE FAMILY CAMPGROUND APPLICATION to PERFORM HOST SERVICES



Thank you for your interest in serving as a host at the Manatee Cove Family Campground. Host services are important to the successful management of this area. Services include guest registration and site assignment, maintaining orderliness in the laundry facilities to ensure fire prevention, performing surveillance and reporting issues that degrade the safety and quality of the campground and assisting with social events. Successful applicants will work with the Force Support Contracting Officer to complete the contract prior to officially serving as a campground host. The contract contains the terms of the services required and a current copy of the general provisions. Hosts are compensated 'in kind' at the rate of the applicable seasonal monthly standard site fee for the period of the contract and are remitted a 1099 at the closure of the tax year for record of this compensation.

This host application pertains to the period of May 1 thru October 31, 2023. Selected hosts are required to be present in the campground not less than 7 days prior to May 1 to receive training and orientation. This 7-day period is not included in the contract. Site payment remains in effect until May 1.

Please provide the requested information below and remit via email to paafb.famcamp@gmail.com or you may submit the application in person during business hours.

Applicant Name: _____

Accompanying Family Member(s): _____

Relationship: _____

Permanent Address: **This is the address the 1099 will be remitted to. May not be a P.O. Box.

Phone and E-Mail Address:

Site number if currently renting in our campground: _____

Season Applying for: Winter _____ Summer _____

Hours of service are performed upon mutual agreement between the host and the outdoor recreation director. Hosts will not perform more than 40 hours of service in a 7-day (calendar week) period. Rotations are required. Hosts are subject to the same temporary departure policy as routine guests. A minimum of two hosts must be always present in the campground.

The following terms construct the agreement terms stipulated in the contract. Please consider each agreement term carefully.

I can be available to perform host services any day of the week, from 10 am to 6 pm and Federal holidays when the campground office is closed. Yes _____ No _____



I can perform the following services:

- a. Guest check in (registration) to the campground. Y _____ N _____
- b. Maintain orderliness of laundry facilities to ensure fire prevention. Y _____ N _____
- c. Perform surveillance of campground and report issues. Y _____ N _____
- d. Complete training and operate an electric or gas golf cart. Y _____ N _____
- e. When requested, assist during special FAMCAMP social events. Y _____ N _____
- f. Perform minor tree debris pick up using the golf cart. Y _____ N _____
- g. Assist with site parking when requested by guests or staff. Y _____ N _____
- h. Assist staff in delivering written communication to sites during real world emergency events (Hurricane evacuation) and utility outages. Y _____ N _____
- i. Activate Base Fire, EMS and/or Security Forces when needed. Y _____ N _____

I will abide by the following:

- a. I will represent Outdoor Recreation and the Force Support Squadron in a positive manner. Y _____ N _____
- b. I will abide by and be a good steward of the campground rules. Y _____ N _____
- c. I will not discuss proprietary business issues with guests. Y _____ N _____
- d. I will not discuss events involving 911 or Security Forces with guests. Y _____ N _____
- e. I will always protect personal identity information. Y _____ N _____
- f. I will act as a trusted agent when handling credit card information. Y _____ N _____
- g. I will not sponsor contractors onto the installation for ODR or guests. Y _____ N _____
- h. I will operate the host site as a place of business when performing services. Y _____ N _____
- i. I will maintain my RV and all vehicles belonging to me in a serviceable condition. Y _____ N _____
- j. I will not modify, disregard, or make an exception to any policy applicable to the campground operation. Y _____ N _____
- k. I will follow site assignment directions given by the ODR staff. Y _____ N _____
- l. I will report on time to daily turnovers with the ODR staff. Y _____ N _____
- m. I will always be professional and courteous with guests. Y _____ N _____

In emergency situations, the host on duty may be asked to assist at any time during the day or night when the office is closed. Are there any concerns with this? Y _____ N _____

Host experience (location and name/contact # of person we may contact):

- 1) _____
- 2) _____

Thank you for your application. An acknowledgement of receipt will be provided to you within three business days. Interviews are preferred in person; however, phone interviews will be conducted for applicants out of area.

Revised 1 February 2023
All other versions of this document are obsolete.