



LITTLE ROCK AIR FORCE BASE OUTDOOR RECREATION

STORAGE LOT INFORMATION PACKET

General Information

- It is your responsibility to make sure your area is always clean of trash and debris.
- You are the only person authorized to use your keycard. Do not give your keycard to anyone.
- Once you have entered the lot, close the gate behind you. Never allow anyone to enter the lot after you, without using their own keycard.
- Do not park in any space other than the one assigned to you. All equipment stored in a spot other than the one assigned, longer than 72 hours, will be considered abandoned. Abandoned property will be handled in accordance with LRAFB Instruction 125-14.
- Park in your space correctly, so as not to take up space in the spot next to you.
- Once you decide to close-out your space, be sure to bring back your keycard. Keycards have a \$20 deposit, and loss of keycard will result in loss of deposit.
- Please do not deface the keycard. Any form of defacement will result in a \$5 deduction from the keycard deposit.
- Outdoor Recreation is not responsible for any damage, loss, or theft that occurs in storage lots.

Payment Information

- Outdoor Recreation is not required to call, email, or mail a reminder for payments.
- Payments are due on the 1st of the month.
- Fee increments are for 1-12 months. Half-months are not allowed.
- A late fee of \$2 per day late will be applied for non-payment after the 15th of the month it is due.
- Late fees are retroactive to the 1st of the month.
- Example of Late Payment:
 - Monthly Payment Amount: \$30
 - Due Date: July 1st
 - Payment Date: July 20th
 - Late Fees: \$40
 - Total Payment Due: \$70
- Example of Very Late Payment
 - Monthly Payment Amount: \$30
 - Due Date: July 1st
 - Payment Date: September 1st
 - Late Fees: \$64
 - Total Payment Due: \$154