



MARINA POLICY MANUAL

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DEFINITIONS

Access Gate(s): The four gates used to enter the secured Marina.

Breakwater Dock: The floating wave barrier on the south side of the Marina.

Equipment: Boat, car, trailer, personal watercraft, and all other personal material.

Launch Ramp Kiosk: Located across from the Port Offices and north of the Launch Ramp, this station houses the Daily Launch Ramp Ticket Machine.

Marina: Includes docks, water, land, air space and all buildings within the boundaries of the Port of Camas-Washougal Marina.

Marina Management or Management: Marina Management of the Port of Camas-Washougal Marina, its agents and representatives.

Marina User or Users: Boat owners/operators, and the public, entering the Marina.

Moorage Tenant: A moorage agreement customer.

Moorage Agreement: The moorage lease agreement between the Port and Marina Tenant.

Port: The Port of Camas-Washougal.

Seaworthy / Seaworthiness: a vessel able to start the engine and motor out of the Marina.

Shipshape: tidy, clean, and free of debris or collected or abandoned materials.

Sublessee: Occupant of a slip temporarily vacated by Moorage Tenant.

Tariff Schedule: The Port's rates and charges, current and as hereafter amended.

PURPOSE

The purpose of these Policies and Procedures is to promote the safe and efficient operation of the Port of Camas-Washougal Marina and provide better service for boaters and the public. As a municipal corporation and public service agency, the Port is sensitive to and is obligated to take action on the valid suggestions and complaints of its customers. It is the intent of the Port to encourage customers to contribute to the efficient operation of the Marina by following the policies and procedures established for this purpose. It is the responsibility of the Marina Management to enforce these policies and procedures.

APPLICATION

All users of the Port of Camas-Washougal Marina are subject to these policies and procedures and all Tariffs as promulgated by the Commissioners of the Port of Camas-Washougal, as now or hereafter amended.

AUTHORIZATION TO ADMINISTER POLICIES

- A. Marina Management may request persons violating these policies to leave the Marina.
- B. Moorage Tenants or Marina Users who violate these policies and procedures may be subject to cancellation of moorage agreements.
- C. Charges for removal of equipment will be assessed against the boat and/or its owners, per the Tariff Schedule.
- D. Marina Management may interpret the reasonable intent of these policies to carry out the purposes as intended, and may make exceptions on a case-by-case basis.

APPLICABLE STATUTES / PRACTICES

All Port, Municipal, County, State and Federal regulations, laws, and generally accepted safety and Clean Water standards apply to Marina Tenants and Users.

NOTIFICATION / CURRENT ADDRESS

Notices that the Marina Policy Manual is available will be posted at the information areas at the top of the launch ramp as deemed appropriate. The Port does not accept the responsibility for mailing or delivery of the Marina Policy Manual to Marina Tenants or Users. Copies are available in the Port Office upon request, and on the Port's website.

It is the Moorage Tenant's responsibility to keep the Port advised of his/her current address and contact numbers.

QUIET ENJOYMENT

Moorage Tenants and Marina Users have a right to quiet enjoyment in their use of Marina facilities. The following are prohibited in the Marina area or on Port property:

- Discharge of fireworks;
- Any objectionable noise or odor given off by a boat or other equipment;
- Creating a nuisance in any way, or unreasonably disturbing any other Marina Tenant or User;
- Loud, boisterous, lewd or lascivious conduct.

COMMENTS / DISPUTES

Suggestions, comments, and/or complaints should be submitted to the Port Office.

Differences of opinion regarding interpretation of these regulations, policies and procedures should be brought to the attention of Marina Management. If the matter cannot be satisfactorily resolved, it should then be submitted in writing to the Port's Executive Director. Matters which remain unresolved at this point will be referred to the Port's Board of Commissioners.

OPEN PUBLIC RECORDS ACT

The Port is a public agency, bound by the requirements of the Open Public Records Act. The lease agreements of the Port and all information provided to the Port by Tenants are available for public inspection and copying upon request.

HOLD HARMLESS

Anyone visiting or using the Marina or its facilities does so at his/her own risk. The Port does not assume any responsibility for loss or damage to property or persons within the Marina.

BOAT INSPECTIONS/SEAWORTHINESS

Port reserves the right to inspect vessels with reasonable notice. In a situation which the Port deems to be an emergency, the Port reserves the right to board and/or inspect the vessel with no notice to boat owner. Failure to inspect does not create any responsibility/liability for the Port.

When Marina Management has probable cause to believe that a boat is not Seaworthy, Marina Management will notify the owner and arrange a joint on-board inspection, not to exceed 10 days from notification.

A determination of Seaworthiness will be made at the conclusion of the inspection. If deemed by Marina Management to be un-Seaworthy, boat owner will be given ten (10) days to make arrangements for repairs or removal of the boat from Marina.

A boat owner must grant permission for an on-board inspection when requested by Marina Management or U.S. Coast Guard Boarding Officer, or be deemed in noncompliance with Marina Policies and be subject to cancellation of moorage agreement.

Boats which are deemed by Management to be hazardous to Marina property or other boats because of their size, condition, or construction, will not be granted moorage or will be subject to cancellation of moorage agreement.

BOAT MAINTENANCE

Designated a “Clean Marina” by the Dept. of Ecology, the Port follows USDOE Best Management Practices. In addition, the following activities are not allowed by Port policy while inside the Marina:

NO: Burning, Spray-painting, Sandblasting or Welding.

MAINTENANCE (cont.) / BOAT MOVING / REGISTRATION / OWNERSHIP

BOAT MAINTENANCE (CONT.)

Also, while inside the Marina:

- No soaps or detergents; only biodegradable products may be used;
- Any sanding inside the Marina must follow the Best Management Practices guidelines;
- Pressure washing of a boat's deck or hull *above the water line* is permitted while boat is in water. However, in the event any pollutants (i.e., paint flakes, oils, etc.) enter the water, the boat owner shall immediately cease pressure washing, and follow the proper steps taken to report the incident and perform necessary clean up.

See the Dept. of Ecology's "Resource Manual for Pollution Prevention in Marinas" :

- Available to review in the Port Office
- Port's Web site: www.portw.com/moorage.htm (printable)
- DOE's Web site: <http://www.ecy.wa.gov/pubs/9811.pdf>. (printable)

BOAT MOVING

Management reserves the right to move boats for the protection of life or property. Management also may temporarily relocate a boat for repairs, etc. within the Marina facilities. Every effort will be made to notify the owner. Any boat or property deemed to be a hazard to other vessels or Marina property may, at the discretion of Marina Management, be moved at boat owner's expense.

BOAT REGISTRATION/OWNERSHIP

Moorage Tenants are required to provide copies of current State Registration or Coast Guard documentation as proof of boat ownership. Failure to comply may be cause for refusal, or termination, of moorage.

Any Moorage Tenant attempting to retain the assigned slip without a boat registered in the Moorage Tenant's name, will automatically lose continued right to occupy the leased slip.

CAMPING

Overnight camping in RVs, vehicles, tents, or otherwise is prohibited on Port property, except where specifically designated and posted by the Port. Requests for overnight camping during special events requires prior Port approval.

CHILDREN IN THE MARINA

Children under 12 years of age are required to wear a Coast Guard-approved personal flotation device when on the Port's dock and breakwater. Children 10 and under are required to be accompanied and supervised by a responsible adult.

Coast Guard-approved life jackets are available to borrow. See storage cupboard located on the west side of Launch Ramp. Please return jackets to cupboard.

COOKING IN THE MARINA

“Open-flame” cooking on the dock or on the open deck of a boat inside the Marina with a barbeque (propane or coals), a Coleman stove, or other non-permanent cooking facilities while inside the Marina is prohibited. Use of a built-in cooking device from the manufacturer is allowed while inside the Marina.

DINGHIES

Moorage Tenants may store personal watercraft (dinghies, jet skis, etc.) on their vessel or in the water ahead of the boat, *provided* that it does not cause the primary vessel to extend an unsafe distance into the fairway. (Port Management shall make that determination.)

DIVERS / SWIMMING

The following steps must be taken *before* any scuba diving activity takes place in the Marina:

- Notice to Marina Management of date/time of planned dive
- Obtain pre-approval from Marina Management
- Arrange with Marina Management for buoy markers, and other safety measures

Swimming, rock throwing, etc. are prohibited inside the Marina.

DOCK BOXES / LOCKERS & STORAGE

1. All dock boxes installed after January 2010 must be either: identical to those available for rent through the Port Office or conform to the Dock Box / Locker Guidelines.
2. Moorage Tenants shall make arrangements with Marina Management for installation of all dock boxes by Port staff. Installation rates are per the Tariff Schedule. Moorage Tenants shall provide their own lock/key.
3. Moorage Tenants are required to keep their boat, dock box, and the pier or finger in the vicinity of their boat Shipshape.
4. Storage of batteries, oily rags, open paints, or other flammable or explosive materials in dock boxes, or in or on other Marina facilities, is prohibited.
5. Storage of items in the overhead portion of the dock structure is prohibited due to safety concerns.

DOCK CARTS

The Port provides wheeled carts for use by Moorage Tenants inside the Marina. Carts should be promptly returned after use to their proper storage area adjacent to each Access Gate, to be available for the next user. Removal of any Dock Cart from the Marina area is prohibited.

ELECTRICAL POWER

Billing: Meters are read and billed every quarter and on termination of the moorage agreement. For electrical usage in non-metered slips, Moorage Tenant shall pre-pay for a one-year period.

Electricity to the Marina is provided by Clark Public Utilities. The Port does not guarantee the continuity of electrical service to any boat.

All service connections between Marina outlets and any boat shall conform to the National and State Electrical Codes. Marina Management shall routinely inspect these connections. ABYC-approved shore power cords are required.

All electrical installations are considered Port property. Tampering with or changing power supplies is prohibited.

ONLY Marine-grade battery chargers shall be used. Use of car battery chargers is prohibited.

Moorage Tenants are expected to follow the procedures contained herein regarding operation of equipment to ensure safe and proper use of the electrical service provided.

Boats moved at Port convenience will be furnished equivalent power hookups.

CAUTION: Do not wrap cords around meter posts. Use a strain relief device which will give the cord enough flexibility to adapt to changing tides and does not strain the cord, the post, the box, or the receptacle.

Stray Current within the Marina (Electrolysis):

Electrolysis is usually caused by direct current produced by a vessel. The Port provides properly grounded, alternating current to each slip. Excessive electrolysis damage, receptacles showing excessive wear, or faulty wiring shall be reported to Marina Management. Shore power cords shall be kept out of the water. Through-hull power receptacles shall not have hull bonding straps. The Port will hire or self-conduct stray current inspections beginning in 2011.

FIRE FIGHTING / FISHING / FUELING BOATS

FIRE-FIGHTING EQUIPMENT

Fire hoses and other fire-fighting equipment located in the Marina area are to be used only for fighting fires or for training by the Washougal Fire Department.

FISHING / FISH CLEANING

1. Fishing inside the Marina is prohibited.
2. Fishing from any boat or dock in the Marina is prohibited.
3. ONLY two areas have been designated for public fishing:
 - a. The east end of the Breakwater Dock into the Columbia River; and
 - b. The south side of the Breakwater Dock into the Columbia River.
4. Fish cleaning at the Launch Ramp or elsewhere on Port property is prohibited.

FUELING OF BOATS

Fuel Dock: Boaters using the Fuel Dock are required to follow all posted instructions and operate the fuel pumps in a safe manner to minimize loss to facilities and the environment. Mooring on the Fuel Dock for other than fueling and/or sewage pump-out is prohibited.

Self-Fueling: Self-fueling of vessels from portable containers (i.e., gas cans or the like) is allowed only at the fuel dock. Self-fueling in all other areas, including the launch ramp, is prohibited.

FUEL SPILLS / GARBAGE & RECYCLING

FUEL SPILLS:

In the event of any hazardous spill of any amount, the responsible person shall assume responsibility for immediate reporting and clean-up of any spills. The responsible person must immediately:

1. Call the US Coast Guard National Spill Response Center at 1-800-424-8802 and provide information as to the location and amount of spill, and a contact name and number.
2. After calling the Coast Guard, immediately contact the Port Office or the after hours' number [1-360-835-2196 ext. 9] and leave a detailed message.
3. Utilize the spill containment equipment located at the fuel dock and at the south end of E-Row at Slip E-37.

See the Dept. of Ecology's "Resource Manual for Pollution Prevention in Marinas" :

- Available to review in the Port Office;
- Port's Web site: www.portw.com/moorage.htm (printable)
- DOE's Web site: <http://www.ecy.wa.gov/pubs/9811.pdf>. (printable)

GARBAGE & RECYCLING

Garbage and Recycling Receptacles are available at each Marina Access Gate, and adjacent to the Launch Ramp Kiosk in the parking lot.

- Disposal of household garbage or personal refuse in these receptacles is prohibited.
- The deposit or discharge of garbage, trash, oil, fuel, debris and other materials into the water or on land areas of the Marina is prohibited.

An Oil Depository Station is located near the Marina's Maintenance Shop (lower level of Port Office Bldg). Disposal of used oil - placed in a sealed plastic container and acceptable to the recycler - is permitted. No mixed products will be accepted. A separate disposal for oil filters is located at the Marina Maintenance Shop.

GARBAGE & RECYCLING (CONT.)

Hazardous Waste: Ignitable, corrosive, reactive, toxic and substances listed as waste and determined to be hazardous should not be disposed of in garbage or recycling receptacles. Hazardous waste disposal is available in the Port's Washougal Industrial Park: Philip Services, 625 South 32nd St. Washougal WA 360-835-8594; or Waste Connections Transfer Station, 420 South Grant Street Washougal WA 360-835-2500.

Unauthorized Use: The unauthorized use of garbage and recycling receptacles is considered a direct violation of "Theft 3 – Theft of Services" and is subject to citation.

GATE CARDS / ACCESS

Gate Cards will be issued to Moorage Tenants only. Moorage Tenants may be issued a maximum of five (5) Gate Cards upon signing a moorage agreement. The issued Gate Card(s) is the responsibility of the Moorage Tenant, and each use is registered by the electronic card reader at the Marina access gates.

Sublessees, guests, sales personnel, repairmen or employees of business firms performing work on vessels moored at the Marina are to obtain card keys from the boat owner.

In an emergency, a Gate Card may be loaned to a non-Tenant through the Port Office, *but only with the express permission of the Moorage Tenant*. In the event the Moorage Tenant is unavailable to give permission, such non-Tenant will be refused entry.

In the event that a Moorage Tenant misplaces his/her Gate Card, access may be granted either by the Port Office loaning a Gate Card for the one-time use (upon surrender of a driver's license or similar identification until the Gate Card is returned), or Port staff may open the appropriate Marina Gate.

GUEST GROUP REGISTRATION AND SPECIAL EVENTS

It is Port policy to welcome and encourage organized or special groups such as regattas, cruise-ins, and races.

The Breakwater Dock may be reserved for special events, subject to space availability on the Breakwater Dock, or other approved area in the Marina, and approval by Marina Management.

Contact Marina Management for reservations.

GUEST MOORAGE FEES

Owners/operators of boats entering and tying up to a dock at the Marina, must pay moorage fees, in accordance with the Port's Tariff Schedule.

Payments should be made at the Port Office, or at the self-pay station at the east end of the Breakwater Dock. Does not apply to stays of four (4) hours or less.

INSURANCE

Moorage Tenants are required to carry liability insurance in an amount not less than \$300,000 and show proof of insurance to Marina Management when requested to do so.

LAUNCH RAMP PERMITS / LAUNCH RAMP USAGE / LAUNDRY / SHOWERS

LAUNCH RAMP PERMITS

A Permit displayed on the vehicle or trailer is required for use of the Port's launch ramp and/or short-term parking of a boat owner's trailer.

1. Daily Permits for Marina Users are available either in the Port Office or at the dispenser located at the Launch Ramp Kiosk next to the public restrooms.
2. Annual Permits are available in the Port Office and shall be displayed as instructed. Moorage Tenant's Permit is included with permanent moorage.
3. Discounted Annual Permits are available at the Port Office for Marina Users who qualify as:
 - a. Seniors (62+); or
 - b. Permanently Disabled (w/proof of eligibility):
 - Washington: state-issued identification card
 - Oregon: Driver's License or I.D. w/placard containing identifying no.
 - Other States: state-issued proof of eligibility

LAUNCH RAMP USAGE

Powering of boats onto trailers at the Launch Ramp is discouraged, due to the damage caused to the concrete ramp that extends into the water.

LAUNDRY / SHOWERS, ETC.

1. Biodegradable products are required for laundry, showers, dishes, and other cleaning done while on board a boat to minimize graywater residue in the Marina.
2. Discharge of blackwater into the Marina is prohibited.

LIVE-A-BOARDS / MANEUVERING / MOORAGE ASSIGNMENT / SLIP SIZE

LIVE-A-BOARDS

Living aboard boats in the Port's Marina is prohibited. A Moorage Tenant is allowed to stay aboard his/her vessel a total of four (4) consecutive days in a ten (10) day period.

MANEUVERING IN THE MARINA / ON PORT PROPERTY

1. Boats, vehicles, property, gear or equipment must be parked, stored, moored or maneuvered in a safe and orderly manner.
2. The boat harbor speed limit is: NO WAKE SPEED.

MOORAGE ASSIGNMENT / SLIP SIZE

Unless other circumstances prevail, a boat's overall length, inclusive of bow sprit and swim platform, must be: within four (4) feet of the slip length - from walkway to end of finger - if boat is shorter than slip; or within one (1) foot of the slip length if boat is longer than slip. Port Management will consider the defining factor to be the overall measurement of the boat, including accessories (i.e., dinghy, etc.).

Exceptions to the Dimensional Criteria may be granted by Marina Management, but are the exception, not the rule, and are subject to 30-day cancellation. Exceptions will only be granted when there are unusual conditions with regard to the following:

- Beam or draft of vessel
- Operating characteristics of vessel
- Characteristics of the slip, i.e., swift current, access restrictions, low water issues, etc.

Moorage is assigned by Marina Management with regard to a vessel's overall length, beam, draft and operational characteristics, in relation to the slip's characteristics, and other considerations.

MOORAGE ASSIGNMENT / SLIP SIZE (cont.)/ MOORING – PROPER METHODS

MOORAGE ASSIGNMENT / SLIP SIZE (CONT.)

Marina Management will make frequent inspections to ensure that the boat in an assigned berth is the boat noted on the lease. This “inventory” does not verify ownership, but is merely a tool in assisting Marina Management to minimize abuse of use. Unauthorized users may be charged with “Theft of Services.”

Boats presently in slips that do not meet the Dimensional Criteria may be moved at the convenience of the Port.

Marina Management may measure vessels prior to slip assignment, or whenever deemed necessary by Management, and/or view the vessel in place, to ensure compliance with these policies.

MOORING – PROPER METHODS

Marina Users and Moorage Tenants are:

- Responsible for properly securing their boats to dock cleats. The Washougal Fire Marshall requires a five-foot clearance along the docks. No protrusion onto the dock or into the fairway behind the boat is allowed due to safety considerations for people on and around the boat and potential impact on other vessels. [Port staff is available to respond to questions regarding this important issue.]
- Responsible for adequate fendering to protect Marina facilities and adjacent vessels and for securely mooring their boats with adequate bow, stern and spring lines. No lines shall cross walkways or be tied to the 4x4 structural members or pilings.

Moorage Tenants may provide their own bumpers along the dock, provided no tires or carpeting, fabric, or other moisture absorbing/retaining materials are used. Acceptable bumper materials would be: Teflon stripping or commercial rubber bumpers. Marina Management shall approve the bumper material, approve the placement of the bumper, and install the bumper.

PARKING / VEHICLE TRAFFIC

1. Management may establish reasonable traffic and parking regulations, including posting of signs and issuance of permits, as required for orderly handling of motor vehicles on Port premises.
2. A vehicle parked in violation of signs or regulations may be ticketed or towed and impounded. The vehicle will be released only after all charges and costs have been paid in full by the registered owner.
3. Parking areas are for the use of customers and persons involved with the use of Marina facilities and adjacent parks. The Port does not offer reserved parking accommodations for individuals, groups or events.

PETS

All pets must be on a leash while on Marina property. Pet owners are responsible for proper clean-up and disposal of animal waste.

SALE OF BOAT

The assigned slip is for the use of the lessee/Moorage Tenant. In the event the Moorage Tenant sells the boat described in the Moorage Lease Agreement, he/she must either terminate their lease, or purchase another boat within 120 days of the sale and provide proof of ownership to the Port Office. Moorage Tenant is responsible for providing information on any change of vessel in the assigned slip – whether permanent or temporary.

In the event a Moorage Tenant sells the boat in the assigned slip and chooses to allow the new boat owner to retain the slip, Moorage Tenant must notify Marina Management of such sale and transfer of slip. The person purchasing the boat from the Moorage Tenant will not automatically acquire any rights to the moorage slip.

Once it has been determined that the new boat owner will retain the slip, both parties shall come to the Port Office to complete the required paperwork: written termination of current lease, and signing of a new lease by the new boat owner/new Moorage Tenant.

SEWAGE DISPOSAL / SIGNAGE / SLIP UTILIZATION

SEWAGE DISPOSAL

A pump-a-head is available on the Fuel Dock, south end of J-Row. Sensors on the pump-a-head and cameras on the docks monitor use of this equipment.

- *Before and after each use*, the pump must be properly flushed to clear the line. See posted instructions.
- During winter months, the pump will be shut down to prevent damage.
- Pumping any substance other than sewage is a violation of this Marina Manual, Washougal City Code, and Dept. of Ecology Regulations.
- Violators will be subject to penalties.

This service is included with permanent moorage.

SIGNAGE

1. Bulletin Board Use

Signs posted on Port bulletin boards are limited to 8 1/2" x 11" unless prior arrangements are made. Signs advertising products, services, events, etc. related to boats and boating may be posted on Port bulletin boards. *New signs shall be posted on an empty area on the board; do not cover up existing signs.* Signs must be dated and removed in a timely manner.

2. Solicitation / Handbills

NO solicitation is allowed on Port property. The distribution or posting of handbills in the Marina, the parking lot, or elsewhere on Port property is prohibited.

SLIP – UTILIZATION REQUIREMENTS

Moorage Tenants are required to have their boat in the assigned slip for five (5) months in any 12-month period. In order to receive credit for utilizing the moorage for any month, the boat must be in the slip for at least 7 days within that month. If these criteria are not met, the berth shall be considered vacant for that month. Utilization is documented by Marina Management, via slip and tenant records.

Any Moorage Tenant attempting to retain the assigned slip without a boat registered in the Moorage Tenant's name, will automatically lose continued right to occupy the leased slip.

Grace Period: Moorage Tenants will have 120 days from the date of lease signing, to have an appropriately sized boat of record in the assigned slip, and provide proof of ownership as described in 'Boat Registration,' above.

SUBLEASE OF MOORAGE

SUBLEASE OF MOORAGE

All sublessees – whether a Tenant Sublease or a Port Sublease – are subject to the same regulations and procedures as Moorage Tenants, including providing information to the Port Office on the boat in the assigned slip. The following information must be provided:

- a. Boat make, length and beam.
- b. Boat name and registration information.
- c. Boat owner's name.
- d. All contact numbers (home; work; cell).
- e. Length of expected stay.
- f. Proof of insurance.

Second-party subleasing is strictly prohibited and may be cause for termination of the sublease agreement.

Sublessees are required at lease signing to provide copies of current State Registration or Coast Guard documentation as proof of boat ownership and proof of insurance in an amount not less than \$300,000. Failure to comply may be cause for refusal of moorage.

Tenant Sublease: A Moorage Tenant may allow use of their slip by another boater for a maximum of thirty (30) days in any 12-month period, without completing a sublease agreement with the Port. Subleasing any slip or space in the Marina by the Moorage Tenant for a period of more than 30 days, without following Port procedures, is prohibited and may result in termination of the moorage lease.

Under a Tenant Sublease, the Moorage Tenant:

- a. Is responsible for providing a Card Key for sublessee's use.
- b. May not charge sublessee more than the prevailing moorage rates.
- c. Is responsible for all charges that accrue to the Port.
- d. Is responsible for removal of the sublessee's boat at the expiration of the Tenant Sublease, or 30 days, whichever comes first.
- e. Is responsible for any assessed penalty charges, plus the current moorage rate, if sublessee's boat remains in the slip after the expiration of the Tenant Sublease, or 30-day period, and is declared an unauthorized boat and/or is impounded.

Port Sublease: A Moorage Tenant who will be vacating the assigned slip for a period of more than thirty (30) days, may release the slip to the Port for subletting for an agreed upon period of time. Port Subleases are allowed for a maximum of seven (7) months in any 12-month period. (Exceptions may be made with Management approval.) The Port will attempt to sublease the slip on a temporary basis, but makes no assurances that a sublease will occur.

SUBLEASE OF MOORAGE (cont.) / TERMINATION / WAITING LIST-GENERAL

SUBLEASE OF MOORAGE (CONT.)

Under a Port Sublease, the sublessee shall complete a sublease agreement with the Port, and is responsible for paying the full normal monthly lease rate.

The Moorage Tenant shall remain the primary lessee of the slip and shall retain continued right to occupy the assigned slip until formal termination of the lease.

TERMINATION OF MOORAGE

Slip Termination: Termination of a Moorage Lease Agreement requires a thirty (30) day written notice by either party.

Upon Death: Upon the death of a Moorage Tenant of record, moorage rights may be passed to an immediate family member, namely the spouse, child, father or mother. Documents defining ownership of the boat and the relationship of the family member to the deceased (birth certificate, marriage certificate, etc.) may be required by Marina Management. Once the relationship has been established, moorage will be reassigned as specified by the Last Will & Testament or by the wishes of the family.

WAITING LIST - GENERAL

It is Port policy to maintain a Waiting List for new moorage for Marina Users and the opportunity to change slips for Moorage Tenants. The Port will satisfy requests and make changes in slip assignments while meeting the operational requirements of the Marina.

The Waiting List is processed by date of application, and moorage is assigned in that order, with consideration given to overall length, beam, draft and operating characteristics of the vessel. Priority on the Waiting List shall be:

- First: Tenant / Resident of Port District
- Second: Tenant / Non-Resident of Port District
- Third: Non-Tenant / Resident of Port District
- Fourth: Non-Tenant / Non-Resident of Port District

Waiting List members are responsible for keeping the Port Office advised of current address and contact numbers.

As a courtesy to the Port and to others, it is requested that the Port be notified when you wish to withdraw from the Waiting List. No refunds will be issued.

WAITING LIST-NON-TENANTS / WAITING LIST-TENANTS / WATER

WAITING LIST – NON TENANTS

Non-Tenants wishing to be placed on the Waiting List for moorage (hereafter ‘Applicant’) must fill out a Waiting List Application.

Once on the Waiting List, Applicants who need to move to a larger or smaller slip category on the Waiting List due to the purchase of a different boat must contact the Port Office. Their position in the new category will be determined by the date their name was first placed on the Waiting List.

Applicants shall be charged a nonrefundable Waiting List fee with the Application.

When a slip is offered, Applicant shall have a reasonable period of time to consider the offer and respond. If Applicant declines, he/she shall be removed from the Waiting List until such time as a new Application and fee are submitted to the Port Office.

WAITING LIST – TENANTS

Moorage Tenants requesting to move to a different slip based on personal preference or who are purchasing a larger or smaller boat which does not meet the Dimensional Criteria of their assigned slip must:

- Contact the Port Office with a description of the boat to be purchased.
- Based on that description, they will be placed on the Waiting List for an appropriate sized slip. (Example: 34’ vessel = 35’ Waiting List)

A Relocation Fee will be charged upon each slip reassignment. (Does not apply to Tenants relocated at Port’s request.)

When a slip is offered, Moorage Tenant shall have a reasonable period of time to consider the offer and respond. If declined, the Moorage Tenant shall be removed from the Waiting List unless other arrangements are made.

WATER

The water supply to the Port area comes from the City of Washougal and is available throughout the Marina area. Moorage Tenants and Marina Users must provide their own hoses.

During the winter months, the water system is shut off and drained. Water can only be obtained at the entrance to Gate 3, near the staging area.

DIMENSIONAL CRITERIA

A ROW

<u>30' COV SINGLE SLIPS:</u>			<u>40' COV SINGLE SLIPS:</u>		
<u>SLIP</u>	<u>BEAM</u>	<u>HEIGHT</u>	<u>SLIP</u>	<u>BEAM</u>	<u>HEIGHT</u>
1, 2, 3, & 4:	12' 10"	18'	32:	15' 4"	Uncovered
5:	13' 4"	18'	33:	17' 1"	Uncovered
6:	13' 3"	18'	34:	13' 6"	17' 4"
7 & 8:	12' 5"	18'	35:	14' 7"	17' 4"
9:	12' 8"	18'	36:	13' 10"	17' 4"
10:	13'	18'	37:	18'	17' 4"
11:	12' 10"	18'	38 & 39:	14' 9"	17' 4"
12:	13'	18'	40:	16'	17' 4"
13, 14 & 15:	12' 11"	18'	41:	14' 6"	17' 4"
16:	12' 10"	18'	42:	14' 8"	17' 4"
17 & 18:	12' 4"	18'	43:	14' 11"	17' 4"
19:	13' 2"	18'	44:	14' 1"	17' 4"
20:	13' 4"	18'	45:	16' 1"	17' 4"
21:	12' 11"	18'	46 & 47:	15'	17' 4"
22:	13' 11"	18'	48:	14' 4"	17' 4"
23:	12' 10"	18'	49 & 50:	14' 9"	17' 4"
24:	13' 8"	18'	51:	14' 6"	17' 4"
25:	13' 9"	18'	52:	14' 11"	17' 4"
26:	17'	18'	53:	15' 1"	17' 4"
27:	15' 4"	18'	54:	14' 10"	17' 4"
			55:	15' 9"	17' 4"
			56:	15'	17' 4"
			57:	15' 5"	17' 4"
			58:	14' 5"	17' 4"
			59:	15' 5"	17' 4"

UNCOVERED DOUBLE SLIPS

<u>SLIP</u>	<u>LENGTH</u>	<u>BEAM</u>	<u>HEIGHT</u>
28A:	35' or 40'	14'	Uncovered (Dock on one side only)
28B:	35'	22' 6"	Uncovered
29A:	30'	22' 6"	Uncovered
29B:	30'	22' 6"	Uncovered
30:	35'	22' 6"	Uncovered
31:	35' or 40'	14'	Uncovered (Dock on one side only)

COVERED DOUBLE SLIPS

	<u>LENGTH</u>	<u>BEAM</u>	<u>HEIGHT & DOCK SIDE</u>	
			<u>Upriver</u>	<u>Downriver</u>
B Row	20'	18' 5"	9' 8"	10' 2"
C Row	20'	18' 5"	9' 8"	9' 10"
D Row	25'	18' 5"	10' 7"	10' 10"
E Row	25' (2 slips)	24'	Uncovered	
	30' & 35'	24'	14' 11"	15'
F Row	25' (2 slips)	26'		15' 11"
	25' (4 slips)	26'		Uncovered
	30'	26'	15' 11"	16'
	35'	26'	15' 11"	16'
H Row	20'	20'		Uncovered
I Row	25'	19'	12'	12' 6"
J Row	25'	20'	11' 4"	12'

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DEFINITIONS

Access Gate(s): The four gates used to enter the secured Marina.

Breakwater Dock: The floating wave barrier on the south side of the Marina.

Equipment: Boat, car, trailer, personal watercraft, and all other personal material.

Launch Ramp Kiosk: Located across from the Port Offices and north of the Launch Ramp, this station houses the Daily Launch Ramp Ticket Machine.

Marina: Includes docks, water, land, air space and all buildings within the boundaries of the Port of Camas-Washougal Marina.

Marina Management or Management: Marina Management of the Port of Camas-Washougal Marina, its agents and representatives.

Marina User or Users: Boat owners/operators, and the public, entering the Marina.

Moorage Tenant: A moorage agreement customer.

Moorage Agreement: The moorage lease agreement between the Port and Marina Tenant.

Port: The Port of Camas-Washougal.

Seaworthy / Seaworthiness: a vessel able to start the engine and motor out of the Marina.

Shipshape: tidy, clean, and free of debris or collected or abandoned materials.

Sublessee: Occupant of a slip temporarily vacated by Moorage Tenant.

Tariff Schedule: The Port's rates and charges, current and as hereafter amended.

PURPOSE

The purpose of these Policies and Procedures is to promote the safe and efficient operation of the Port of Camas-Washougal Marina and provide better service for boaters and the public. As a municipal corporation and public service agency, the Port is sensitive to and is obligated to take action on the valid suggestions and complaints of its customers. It is the intent of the Port to encourage customers to contribute to the efficient operation of the Marina by following the policies and procedures established for this purpose. It is the responsibility of the Marina Management to enforce these policies and procedures.

APPLICATION

All users of the Port of Camas-Washougal Marina are subject to these policies and procedures and all Tariffs as promulgated by the Commissioners of the Port of Camas-Washougal, as now or hereafter amended.

AUTHORIZATION TO ADMINISTER POLICIES

- A. Marina Management may request persons violating these policies to leave the Marina.
- B. Moorage Tenants or Marina Users who violate these policies and procedures may be subject to cancellation of moorage agreements.
- C. Charges for removal of equipment will be assessed against the boat and/or its owners, per the Tariff Schedule.
- D. Marina Management may interpret the reasonable intent of these policies to carry out the purposes as intended, and may make exceptions on a case-by-case basis.

APPLICABLE STATUTES / PRACTICES

All Port, Municipal, County, State and Federal regulations, laws, and generally accepted safety and Clean Water standards apply to Marina Tenants and Users.

NOTIFICATION / CURRENT ADDRESS

Notices that the Marina Policy Manual is available will be posted at the information areas at the top of the launch ramp as deemed appropriate. The Port does not accept the responsibility for mailing or delivery of the Marina Policy Manual to Marina Tenants or Users. Copies are available in the Port Office upon request, and on the Port's website.

It is the Moorage Tenant's responsibility to keep the Port advised of his/her current address and contact numbers.

QUIET ENJOYMENT

Moorage Tenants and Marina Users have a right to quiet enjoyment in their use of Marina facilities. The following are prohibited in the Marina area or on Port property:

- Discharge of fireworks;
- Any objectionable noise or odor given off by a boat or other equipment;
- Creating a nuisance in any way, or unreasonably disturbing any other Marina Tenant or User;
- Loud, boisterous, lewd or lascivious conduct.

COMMENTS / DISPUTES

Suggestions, comments, and/or complaints should be submitted to the Port Office.

Differences of opinion regarding interpretation of these regulations, policies and procedures should be brought to the attention of Marina Management. If the matter cannot be satisfactorily resolved, it should then be submitted in writing to the Port's Executive Director. Matters which remain unresolved at this point will be referred to the Port's Board of Commissioners.

OPEN PUBLIC RECORDS ACT

The Port is a public agency, bound by the requirements of the Open Public Records Act. The lease agreements of the Port and all information provided to the Port by Tenants are available for public inspection and copying upon request.

HOLD HARMLESS

Anyone visiting or using the Marina or its facilities does so at his/her own risk. The Port does not assume any responsibility for loss or damage to property or persons within the Marina.

BOAT INSPECTIONS/SEAWORTHINESS

Port reserves the right to inspect vessels with reasonable notice. In a situation which the Port deems to be an emergency, the Port reserves the right to board and/or inspect the vessel with no notice to boat owner. Failure to inspect does not create any responsibility/liability for the Port.

When Marina Management has probable cause to believe that a boat is not Seaworthy, Marina Management will notify the owner and arrange a joint on-board inspection, not to exceed 10 days from notification.

A determination of Seaworthiness will be made at the conclusion of the inspection. If deemed by Marina Management to be un-Seaworthy, boat owner will be given ten (10) days to make arrangements for repairs or removal of the boat from Marina.

A boat owner must grant permission for an on-board inspection when requested by Marina Management or U.S. Coast Guard Boarding Officer, or be deemed in noncompliance with Marina Policies and be subject to cancellation of moorage agreement.

Boats which are deemed by Management to be hazardous to Marina property or other boats because of their size, condition, or construction, will not be granted moorage or will be subject to cancellation of moorage agreement.

BOAT MAINTENANCE

Designated a “Clean Marina” by the Dept. of Ecology, the Port follows USDOE Best Management Practices. In addition, the following activities are not allowed by Port policy while inside the Marina:

NO: Burning, Spray-painting, Sandblasting or Welding.

MAINTENANCE (cont.) / BOAT MOVING / REGISTRATION / OWNERSHIP

BOAT MAINTENANCE (CONT.)

Also, while inside the Marina:

- No soaps or detergents; only biodegradable products may be used;
- Any sanding inside the Marina must follow the Best Management Practices guidelines;
- Pressure washing of a boat's deck or hull *above the water line* is permitted while boat is in water. However, in the event any pollutants (i.e., paint flakes, oils, etc.) enter the water, the boat owner shall immediately cease pressure washing, and follow the proper steps taken to report the incident and perform necessary clean up.

See the Dept. of Ecology's "Resource Manual for Pollution Prevention in Marinas" :

- Available to review in the Port Office
- Port's Web site: www.portw.com/moorage.htm (printable)
- DOE's Web site: <http://www.ecy.wa.gov/pubs/9811.pdf>. (printable)

BOAT MOVING

Management reserves the right to move boats for the protection of life or property. Management also may temporarily relocate a boat for repairs, etc. within the Marina facilities. Every effort will be made to notify the owner. Any boat or property deemed to be a hazard to other vessels or Marina property may, at the discretion of Marina Management, be moved at boat owner's expense.

BOAT REGISTRATION/OWNERSHIP

Moorage Tenants are required to provide copies of current State Registration or Coast Guard documentation as proof of boat ownership. Failure to comply may be cause for refusal, or termination, of moorage.

Any Moorage Tenant attempting to retain the assigned slip without a boat registered in the Moorage Tenant's name, will automatically lose continued right to occupy the leased slip.

CAMPING

Overnight camping in RVs, vehicles, tents, or otherwise is prohibited on Port property, except where specifically designated and posted by the Port. Requests for overnight camping during special events requires prior Port approval.

CHILDREN IN THE MARINA

Children under 12 years of age are required to wear a Coast Guard-approved personal flotation device when on the Port's dock and breakwater. Children 10 and under are required to be accompanied and supervised by a responsible adult.

Coast Guard-approved life jackets are available to borrow. See storage cupboard located on the west side of Launch Ramp. Please return jackets to cupboard.

COOKING IN THE MARINA

“Open-flame” cooking on the dock or on the open deck of a boat inside the Marina with a barbeque (propane or coals), a Coleman stove, or other non-permanent cooking facilities while inside the Marina is prohibited. Use of a built-in cooking device from the manufacturer is allowed while inside the Marina.

DINGHIES

Moorage Tenants may store personal watercraft (dinghies, jet skis, etc.) on their vessel or in the water ahead of the boat, *provided* that it does not cause the primary vessel to extend an unsafe distance into the fairway. (Port Management shall make that determination.)

DIVERS / SWIMMING

The following steps must be taken *before* any scuba diving activity takes place in the Marina:

- Notice to Marina Management of date/time of planned dive
- Obtain pre-approval from Marina Management
- Arrange with Marina Management for buoy markers, and other safety measures

Swimming, rock throwing, etc. are prohibited inside the Marina.

DOCK BOXES / LOCKERS & STORAGE

1. All dock boxes installed after January 2010 must be either: identical to those available for rent through the Port Office or conform to the Dock Box / Locker Guidelines.
2. Moorage Tenants shall make arrangements with Marina Management for installation of all dock boxes by Port staff. Installation rates are per the Tariff Schedule. Moorage Tenants shall provide their own lock/key.
3. Moorage Tenants are required to keep their boat, dock box, and the pier or finger in the vicinity of their boat Shipshape.
4. Storage of batteries, oily rags, open paints, or other flammable or explosive materials in dock boxes, or in or on other Marina facilities, is prohibited.
5. Storage of items in the overhead portion of the dock structure is prohibited due to safety concerns.

DOCK CARTS

The Port provides wheeled carts for use by Moorage Tenants inside the Marina. Carts should be promptly returned after use to their proper storage area adjacent to each Access Gate, to be available for the next user. Removal of any Dock Cart from the Marina area is prohibited.

ELECTRICAL POWER

Billing: Meters are read and billed every quarter and on termination of the moorage agreement. For electrical usage in non-metered slips, Moorage Tenant shall pre-pay for a one-year period.

Electricity to the Marina is provided by Clark Public Utilities. The Port does not guarantee the continuity of electrical service to any boat.

All service connections between Marina outlets and any boat shall conform to the National and State Electrical Codes. Marina Management shall routinely inspect these connections. ABYC-approved shore power cords are required.

All electrical installations are considered Port property. Tampering with or changing power supplies is prohibited.

ONLY Marine-grade battery chargers shall be used. Use of car battery chargers is prohibited.

Moorage Tenants are expected to follow the procedures contained herein regarding operation of equipment to ensure safe and proper use of the electrical service provided.

Boats moved at Port convenience will be furnished equivalent power hookups.

CAUTION: Do not wrap cords around meter posts. Use a strain relief device which will give the cord enough flexibility to adapt to changing tides and does not strain the cord, the post, the box, or the receptacle.

Stray Current within the Marina (Electrolysis):

Electrolysis is usually caused by direct current produced by a vessel. The Port provides properly grounded, alternating current to each slip. Excessive electrolysis damage, receptacles showing excessive wear, or faulty wiring shall be reported to Marina Management. Shore power cords shall be kept out of the water. Through-hull power receptacles shall not have hull bonding straps. The Port will hire or self-conduct stray current inspections beginning in 2011.

FIRE FIGHTING / FISHING / FUELING BOATS

FIRE-FIGHTING EQUIPMENT

Fire hoses and other fire-fighting equipment located in the Marina area are to be used only for fighting fires or for training by the Washougal Fire Department.

FISHING / FISH CLEANING

1. Fishing inside the Marina is prohibited.
2. Fishing from any boat or dock in the Marina is prohibited.
3. ONLY two areas have been designated for public fishing:
 - a. The east end of the Breakwater Dock into the Columbia River; and
 - b. The south side of the Breakwater Dock into the Columbia River.
4. Fish cleaning at the Launch Ramp or elsewhere on Port property is prohibited.

FUELING OF BOATS

Fuel Dock: Boaters using the Fuel Dock are required to follow all posted instructions and operate the fuel pumps in a safe manner to minimize loss to facilities and the environment. Mooring on the Fuel Dock for other than fueling and/or sewage pump-out is prohibited.

Self-Fueling: Self-fueling of vessels from portable containers (i.e., gas cans or the like) is allowed only at the fuel dock. Self-fueling in all other areas, including the launch ramp, is prohibited.

FUEL SPILLS / GARBAGE & RECYCLING

FUEL SPILLS:

In the event of any hazardous spill of any amount, the responsible person shall assume responsibility for immediate reporting and clean-up of any spills. The responsible person must immediately:

1. Call the US Coast Guard National Spill Response Center at 1-800-424-8802 and provide information as to the location and amount of spill, and a contact name and number.
2. After calling the Coast Guard, immediately contact the Port Office or the after hours' number [1-360-835-2196 ext. 9] and leave a detailed message.
3. Utilize the spill containment equipment located at the fuel dock and at the south end of E-Row at Slip E-37.

See the Dept. of Ecology's "Resource Manual for Pollution Prevention in Marinas" :

- Available to review in the Port Office;
- Port's Web site: www.portw.com/moorage.htm (printable)
- DOE's Web site: <http://www.ecy.wa.gov/pubs/9811.pdf>. (printable)

GARBAGE & RECYCLING

Garbage and Recycling Receptacles are available at each Marina Access Gate, and adjacent to the Launch Ramp Kiosk in the parking lot.

- Disposal of household garbage or personal refuse in these receptacles is prohibited.
- The deposit or discharge of garbage, trash, oil, fuel, debris and other materials into the water or on land areas of the Marina is prohibited.

An Oil Depository Station is located near the Marina's Maintenance Shop (lower level of Port Office Bldg). Disposal of used oil - placed in a sealed plastic container and acceptable to the recycler - is permitted. No mixed products will be accepted. A separate disposal for oil filters is located at the Marina Maintenance Shop.

GARBAGE & RECYCLING (cont.) / GATE CARDS / ACCESS

GARBAGE & RECYCLING (CONT.)

Hazardous Waste: Ignitable, corrosive, reactive, toxic and substances listed as waste and determined to be hazardous should not be disposed of in garbage or recycling receptacles. Hazardous waste disposal is available in the Port's Washougal Industrial Park: Philip Services, 625 South 32nd St. Washougal WA 360-835-8594; or Waste Connections Transfer Station, 420 South Grant Street Washougal WA 360-835-2500.

Unauthorized Use: The unauthorized use of garbage and recycling receptacles is considered a direct violation of "Theft 3 – Theft of Services" and is subject to citation.

GATE CARDS / ACCESS

Gate Cards will be issued to Moorage Tenants only. Moorage Tenants may be issued a maximum of five (5) Gate Cards upon signing a moorage agreement. The issued Gate Card(s) is the responsibility of the Moorage Tenant, and each use is registered by the electronic card reader at the Marina access gates.

Sublessees, guests, sales personnel, repairmen or employees of business firms performing work on vessels moored at the Marina are to obtain card keys from the boat owner.

In an emergency, a Gate Card may be loaned to a non-Tenant through the Port Office, *but only with the express permission of the Moorage Tenant*. In the event the Moorage Tenant is unavailable to give permission, such non-Tenant will be refused entry.

In the event that a Moorage Tenant misplaces his/her Gate Card, access may be granted either by the Port Office loaning a Gate Card for the one-time use (upon surrender of a driver's license or similar identification until the Gate Card is returned), or Port staff may open the appropriate Marina Gate.

GUEST GROUP REGISTRATION AND SPECIAL EVENTS

It is Port policy to welcome and encourage organized or special groups such as regattas, cruise-ins, and races.

The Breakwater Dock may be reserved for special events, subject to space availability on the Breakwater Dock, or other approved area in the Marina, and approval by Marina Management.

Contact Marina Management for reservations.

GUEST MOORAGE FEES

Owners/operators of boats entering and tying up to a dock at the Marina, must pay moorage fees, in accordance with the Port's Tariff Schedule.

Payments should be made at the Port Office, or at the self-pay station at the east end of the Breakwater Dock. Does not apply to stays of four (4) hours or less.

INSURANCE

Moorage Tenants are required to carry liability insurance in an amount not less than \$300,000 and show proof of insurance to Marina Management when requested to do so.

LAUNCH RAMP PERMITS / LAUNCH RAMP USAGE / LAUNDRY / SHOWERS

LAUNCH RAMP PERMITS

A Permit displayed on the vehicle or trailer is required for use of the Port's launch ramp and/or short-term parking of a boat owner's trailer.

1. Daily Permits for Marina Users are available either in the Port Office or at the dispenser located at the Launch Ramp Kiosk next to the public restrooms.
2. Annual Permits are available in the Port Office and shall be displayed as instructed. Moorage Tenant's Permit is included with permanent moorage.
3. Discounted Annual Permits are available at the Port Office for Marina Users who qualify as:
 - a. Seniors (62+); or
 - b. Permanently Disabled (w/proof of eligibility):
 - Washington: state-issued identification card
 - Oregon: Driver's License or I.D. w/placard containing identifying no.
 - Other States: state-issued proof of eligibility

LAUNCH RAMP USAGE

Powering of boats onto trailers at the Launch Ramp is discouraged, due to the damage caused to the concrete ramp that extends into the water.

LAUNDRY / SHOWERS, ETC.

1. Biodegradable products are required for laundry, showers, dishes, and other cleaning done while on board a boat to minimize graywater residue in the Marina.
2. Discharge of blackwater into the Marina is prohibited.

LIVE-A-BOARDS / MANEUVERING / MOORAGE ASSIGNMENT / SLIP SIZE

LIVE-A-BOARDS

Living aboard boats in the Port's Marina is prohibited. A Moorage Tenant is allowed to stay aboard his/her vessel a total of four (4) consecutive days in a ten (10) day period.

MANEUVERING IN THE MARINA / ON PORT PROPERTY

1. Boats, vehicles, property, gear or equipment must be parked, stored, moored or maneuvered in a safe and orderly manner.
2. The boat harbor speed limit is: *NO WAKE SPEED*.

MOORAGE ASSIGNMENT / SLIP SIZE

Unless other circumstances prevail, a boat's overall length, inclusive of bow sprit and swim platform, must be: within four (4) feet of the slip length - from walkway to end of finger - if boat is shorter than slip; or within one (1) foot of the slip length if boat is longer than slip. Port Management will consider the defining factor to be the overall measurement of the boat, including accessories (i.e., dinghy, etc.).

Exceptions to the Dimensional Criteria may be granted by Marina Management, but are the exception, not the rule, and are subject to 30-day cancellation. Exceptions will only be granted when there are unusual conditions with regard to the following:

- Beam or draft of vessel
- Operating characteristics of vessel
- Characteristics of the slip, i.e., swift current, access restrictions, low water issues, etc.

Moorage is assigned by Marina Management with regard to a vessel's overall length, beam, draft and operational characteristics, in relation to the slip's characteristics, and other considerations.

MOORAGE ASSIGNMENT / SLIP SIZE (cont.)/ MOORING – PROPER METHODS

MOORAGE ASSIGNMENT / SLIP SIZE (CONT.)

Marina Management will make frequent inspections to ensure that the boat in an assigned berth is the boat noted on the lease. This “inventory” does not verify ownership, but is merely a tool in assisting Marina Management to minimize abuse of use. Unauthorized users may be charged with “Theft of Services.”

Boats presently in slips that do not meet the Dimensional Criteria may be moved at the convenience of the Port.

Marina Management may measure vessels prior to slip assignment, or whenever deemed necessary by Management, and/or view the vessel in place, to ensure compliance with these policies.

MOORING – PROPER METHODS

Marina Users and Moorage Tenants are:

- Responsible for properly securing their boats to dock cleats. The Washougal Fire Marshall requires a five-foot clearance along the docks. No protrusion onto the dock or into the fairway behind the boat is allowed due to safety considerations for people on and around the boat and potential impact on other vessels. [Port staff is available to respond to questions regarding this important issue.]
- Responsible for adequate fendering to protect Marina facilities and adjacent vessels and for securely mooring their boats with adequate bow, stern and spring lines. No lines shall cross walkways or be tied to the 4x4 structural members or pilings.

Moorage Tenants may provide their own bumpers along the dock, provided no tires or carpeting, fabric, or other moisture absorbing/retaining materials are used. Acceptable bumper materials would be: Teflon stripping or commercial rubber bumpers. Marina Management shall approve the bumper material, approve the placement of the bumper, and install the bumper.

PARKING / VEHICLE TRAFFIC

1. Management may establish reasonable traffic and parking regulations, including posting of signs and issuance of permits, as required for orderly handling of motor vehicles on Port premises.
2. A vehicle parked in violation of signs or regulations may be ticketed or towed and impounded. The vehicle will be released only after all charges and costs have been paid in full by the registered owner.
3. Parking areas are for the use of customers and persons involved with the use of Marina facilities and adjacent parks. The Port does not offer reserved parking accommodations for individuals, groups or events.

PETS

All pets must be on a leash while on Marina property. Pet owners are responsible for proper clean-up and disposal of animal waste.

SALE OF BOAT

The assigned slip is for the use of the lessee/Moorage Tenant. In the event the Moorage Tenant sells the boat described in the Moorage Lease Agreement, he/she must either terminate their lease, or purchase another boat within 120 days of the sale and provide proof of ownership to the Port Office. Moorage Tenant is responsible for providing information on any change of vessel in the assigned slip – whether permanent or temporary.

In the event a Moorage Tenant sells the boat in the assigned slip and chooses to allow the new boat owner to retain the slip, Moorage Tenant must notify Marina Management of such sale and transfer of slip. The person purchasing the boat from the Moorage Tenant will not automatically acquire any rights to the moorage slip.

Once it has been determined that the new boat owner will retain the slip, both parties shall come to the Port Office to complete the required paperwork: written termination of current lease, and signing of a new lease by the new boat owner/new Moorage Tenant.

SEWAGE DISPOSAL / SIGNAGE / SLIP UTILIZATION

SEWAGE DISPOSAL

A pump-a-head is available on the Fuel Dock, south end of J-Row. Sensors on the pump-a-head and cameras on the docks monitor use of this equipment.

- *Before and after each use*, the pump must be properly flushed to clear the line. See posted instructions.
- During winter months, the pump will be shut down to prevent damage.
- Pumping any substance other than sewage is a violation of this Marina Manual, Washougal City Code, and Dept. of Ecology Regulations.
- Violators will be subject to penalties.

This service is included with permanent moorage.

SIGNAGE

1. Bulletin Board Use

Signs posted on Port bulletin boards are limited to 8 1/2" x 11" unless prior arrangements are made. Signs advertising products, services, events, etc. related to boats and boating may be posted on Port bulletin boards. *New signs shall be posted on an empty area on the board; do not cover up existing signs.* Signs must be dated and removed in a timely manner.

2. Solicitation / Handbills

NO solicitation is allowed on Port property. The distribution or posting of handbills in the Marina, the parking lot, or elsewhere on Port property is prohibited.

SLIP – UTILIZATION REQUIREMENTS

Moorage Tenants are required to have their boat in the assigned slip for five (5) months in any 12-month period. In order to receive credit for utilizing the moorage for any month, the boat must be in the slip for at least 7 days within that month. If these criteria are not met, the berth shall be considered vacant for that month. Utilization is documented by Marina Management, via slip and tenant records.

Any Moorage Tenant attempting to retain the assigned slip without a boat registered in the Moorage Tenant's name, will automatically lose continued right to occupy the leased slip.

Grace Period: Moorage Tenants will have 120 days from the date of lease signing, to have an appropriately sized boat of record in the assigned slip, and provide proof of ownership as described in 'Boat Registration,' above.

SUBLEASE OF MOORAGE

SUBLEASE OF MOORAGE

All sublessees – whether a Tenant Sublease or a Port Sublease – are subject to the same regulations and procedures as Moorage Tenants, including providing information to the Port Office on the boat in the assigned slip. The following information must be provided:

- a. Boat make, length and beam.
- b. Boat name and registration information.
- c. Boat owner's name.
- d. All contact numbers (home; work; cell).
- e. Length of expected stay.
- f. Proof of insurance.

Second-party subleasing is strictly prohibited and may be cause for termination of the sublease agreement.

Sublessees are required at lease signing to provide copies of current State Registration or Coast Guard documentation as proof of boat ownership and proof of insurance in an amount not less than \$300,000. Failure to comply may be cause for refusal of moorage.

Tenant Sublease: A Moorage Tenant may allow use of their slip by another boater for a maximum of thirty (30) days in any 12-month period, without completing a sublease agreement with the Port. Subleasing any slip or space in the Marina by the Moorage Tenant for a period of more than 30 days, without following Port procedures, is prohibited and may result in termination of the moorage lease.

Under a Tenant Sublease, the Moorage Tenant:

- a. Is responsible for providing a Card Key for sublessee's use.
- b. May not charge sublessee more than the prevailing moorage rates.
- c. Is responsible for all charges that accrue to the Port.
- d. Is responsible for removal of the sublessee's boat at the expiration of the Tenant Sublease, or 30 days, whichever comes first.
- e. Is responsible for any assessed penalty charges, plus the current moorage rate, if sublessee's boat remains in the slip after the expiration of the Tenant Sublease, or 30-day period, and is declared an unauthorized boat and/or is impounded.

Port Sublease: A Moorage Tenant who will be vacating the assigned slip for a period of more than thirty (30) days, may release the slip to the Port for subletting for an agreed upon period of time. Port Subleases are allowed for a maximum of seven (7) months in any 12-month period. (Exceptions may be made with Management approval.) The Port will attempt to sublease the slip on a temporary basis, but makes no assurances that a sublease will occur.

SUBLEASE OF MOORAGE (cont.) / TERMINATION / WAITING LIST-GENERAL

SUBLEASE OF MOORAGE (CONT.)

Under a Port Sublease, the sublessee shall complete a sublease agreement with the Port, and is responsible for paying the full normal monthly lease rate.

The Moorage Tenant shall remain the primary lessee of the slip and shall retain continued right to occupy the assigned slip until formal termination of the lease.

TERMINATION OF MOORAGE

Slip Termination: Termination of a Moorage Lease Agreement requires a thirty (30) day written notice by either party.

Upon Death: Upon the death of a Moorage Tenant of record, moorage rights may be passed to an immediate family member, namely the spouse, child, father or mother. Documents defining ownership of the boat and the relationship of the family member to the deceased (birth certificate, marriage certificate, etc.) may be required by Marina Management. Once the relationship has been established, moorage will be reassigned as specified by the Last Will & Testament or by the wishes of the family.

WAITING LIST - GENERAL

It is Port policy to maintain a Waiting List for new moorage for Marina Users and the opportunity to change slips for Moorage Tenants. The Port will satisfy requests and make changes in slip assignments while meeting the operational requirements of the Marina.

The Waiting List is processed by date of application, and moorage is assigned in that order, with consideration given to overall length, beam, draft and operating characteristics of the vessel. Priority on the Waiting List shall be:

- First: Tenant / Resident of Port District
- Second: Tenant / Non-Resident of Port District
- Third: Non-Tenant / Resident of Port District
- Fourth: Non-Tenant / Non-Resident of Port District

Waiting List members are responsible for keeping the Port Office advised of current address and contact numbers.

As a courtesy to the Port and to others, it is requested that the Port be notified when you wish to withdraw from the Waiting List. No refunds will be issued.

WAITING LIST-NON-TENANTS / WAITING LIST-TENANTS / WATER

WAITING LIST – NON TENANTS

Non-Tenants wishing to be placed on the Waiting List for moorage (hereafter ‘Applicant’) must fill out a Waiting List Application.

Once on the Waiting List, Applicants who need to move to a larger or smaller slip category on the Waiting List due to the purchase of a different boat must contact the Port Office. Their position in the new category will be determined by the date their name was first placed on the Waiting List.

Applicants shall be charged a nonrefundable Waiting List fee with the Application.

When a slip is offered, Applicant shall have a reasonable period of time to consider the offer and respond. If Applicant declines, he/she shall be removed from the Waiting List until such time as a new Application and fee are submitted to the Port Office.

WAITING LIST – TENANTS

Moorage Tenants requesting to move to a different slip based on personal preference or who are purchasing a larger or smaller boat which does not meet the Dimensional Criteria of their assigned slip must:

- Contact the Port Office with a description of the boat to be purchased.
- Based on that description, they will be placed on the Waiting List for an appropriate sized slip. (Example: 34’ vessel = 35’ Waiting List)

A Relocation Fee will be charged upon each slip reassignment. (Does not apply to Tenants relocated at Port’s request.)

When a slip is offered, Moorage Tenant shall have a reasonable period of time to consider the offer and respond. If declined, the Moorage Tenant shall be removed from the Waiting List unless other arrangements are made.

WATER

The water supply to the Port area comes from the City of Washougal and is available throughout the Marina area. Moorage Tenants and Marina Users must provide their own hoses.

During the winter months, the water system is shut off and drained. Water can only be obtained at the entrance to Gate 3, near the staging area.

DIMENSIONAL CRITERIA

A ROW

<u>30' COV SINGLE SLIPS:</u>			<u>40' COV SINGLE SLIPS:</u>		
<u>SLIP</u>	<u>BEAM</u>	<u>HEIGHT</u>	<u>SLIP</u>	<u>BEAM</u>	<u>HEIGHT</u>
1, 2, 3, & 4:	12' 10"	18'	32:	15' 4"	Uncovered
5:	13' 4"	18'	33:	17' 1"	Uncovered
6:	13' 3"	18'	34:	13' 6"	17' 4"
7 & 8:	12' 5"	18'	35:	14' 7"	17' 4"
9:	12' 8"	18'	36:	13' 10"	17' 4"
10:	13'	18'	37:	18'	17' 4"
11:	12' 10"	18'	38 & 39:	14' 9"	17' 4"
12:	13'	18'	40:	16'	17' 4"
13, 14 & 15:	12' 11"	18'	41:	14' 6"	17' 4"
16:	12' 10"	18'	42:	14' 8"	17' 4"
17 & 18:	12' 4"	18'	43:	14' 11"	17' 4"
19:	13' 2"	18'	44:	14' 1"	17' 4"
20:	13' 4"	18'	45:	16' 1"	17' 4"
21:	12' 11"	18'	46 & 47:	15'	17' 4"
22:	13' 11"	18'	48:	14' 4"	17' 4"
23:	12' 10"	18'	49 & 50:	14' 9"	17' 4"
24:	13' 8"	18'	51:	14' 6"	17' 4"
25:	13' 9"	18'	52:	14' 11"	17' 4"
26:	17'	18'	53:	15' 1"	17' 4"
27:	15' 4"	18'	54:	14' 10"	17' 4"
			55:	15' 9"	17' 4"
			56:	15'	17' 4"
			57:	15' 5"	17' 4"
			58:	14' 5"	17' 4"
			59:	15' 5"	17' 4"

UNCOVERED DOUBLE SLIPS

<u>SLIP</u>	<u>LENGTH</u>	<u>BEAM</u>	<u>HEIGHT</u>
28A:	35' or 40'	14'	Uncovered (Dock on one side only)
28B:	35'	22' 6"	Uncovered
29A:	30'	22' 6"	Uncovered
29B:	30'	22' 6"	Uncovered
30:	35'	22' 6"	Uncovered
31:	35' or 40'	14'	Uncovered (Dock on one side only)

COVERED DOUBLE SLIPS

	<u>LENGTH</u>	<u>BEAM</u>	<u>HEIGHT & DOCK SIDE</u>	
			<u>Upriver</u>	<u>Downriver</u>
B Row	20'	18' 5"	9' 8"	10' 2"
C Row	20'	18' 5"	9' 8"	9' 10"
D Row	25'	18' 5"	10' 7"	10' 10"
E Row	25' (2 slips)	24'	Uncovered	
	30' & 35'	24'	14' 11"	15'
F Row	25' (2 slips)	26'		15' 11"
	25' (4 slips)	26'		Uncovered
	30'	26'	15' 11"	16'
	35'	26'	15' 11"	16'
H Row	20'	20'		Uncovered
I Row	25'	19'	12'	12' 6"
J Row	25'	20'	11' 4"	12'