



# MARINA POLICY MANUAL

**Adopted: May 18, 2010**

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**DEFINITIONS**

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**DEFINITIONS**

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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 Parker's Landing Marina.

Marina Management or Management: Marina Management of Parker's Landing Marina, its agents and representatives.

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

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

Moorage Tenant or Sublessee: A moorage agreement customer.

Port: The Port of Camas-Washougal.

Schedule of Rates & Fees: The Port's rates and charges, current and as hereafter amended.

Seaworthy / Seaworthiness: A vessel able to start the engine and motor out of the Marina, along with the ability to bilge water efficiently.

Secondary Vessel: a vessel designed, or normally used for, the purpose of ship-to-shore transit. This includes jet skis, wave runners and any vessel which may be moored other than the primary vessel.

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

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

**PURPOSE / APPLICATION / AUTHORITY TO ADMINISTER POLICIES**

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**PURPOSE**

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The purpose of these Policies and Procedures is to promote the safe and efficient operation of Parker's Landing Marina and provide better service for boaters and the public. As a municipal corporation and public service agency, the Port of Camas-Washougal 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**

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All users of Parker's Landing 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**

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- Marina Management may request persons violating these policies to leave the Marina.
- Moorage Tenants or Marina Users who violate these policies and procedures may be subject to cancellation of moorage agreements.
- Charges for removal of equipment will be assessed against the boat and/or its owners, per the Tariff Schedule.
- 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.

**STATUTES / NOTIFICATION / QUIET ENJOYMENT**

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**APPLICABLE STATUTES / PRACTICES**

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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**

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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.

In an effort to encourage paperless transactions, The Port advises new tenants at lease signing where to access the current Marina Policy Manual on the Port website.

Moorage Tenant, Port Sublessee or Tenant Sublessee must provide the Port:

- The name, address and telephone number of the legal owner of the vessel; and
- If the vessel owner lives more than 75 miles from the Port Marina facility, a local contact person's name, address and telephone number, if different from the legal owner's.

**QUIET ENJOYMENT**

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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.

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**COMMENTS / PUBLIC RECORDS / HOLD HARMLESS**

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**COMMENTS / DISPUTES**

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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 Chief Executive Officer. Matters which remain unresolved at this point will be referred to the Port's Board of Commissioners.

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**OPEN PUBLIC RECORDS ACT / RECORDS RETENTION**

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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.

The Port is a moorage provider bound by the requirements of Washington State's Vessel Registration laws. Certain information provided by all Lessees must be maintained by the Port for at least two (2) years in the event of a request for inspection by state agencies.

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**HOLD HARMLESS**

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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.

**INSPECTIONS / SEAWORTHINESS / MAINTENANCE**

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**BOAT INSPECTIONS/SEAWORTHINESS**

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The 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**

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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**

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**BOAT MAINTENANCE (CONT.)**

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Also, while inside the Marina:

- No soaps or detergents; only Environmental Protection Agency (EPA) approved 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 through the DOE's web site.

**BOAT MOVING**

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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**

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Moorage Tenants, Port Sublessees and Tenant Sublessees are required to provide:

- Current State Registration or Coast Guard documentation as proof of boat ownership;
- Proof of registration OR a written statement of the lessee's intent to register a vessel certifying that the vessel is exempt from state vessel registration requirements as provided by RCW 88.02.570;
- Vessel hull identification number and home port;
- Date on which the moorage began; and
- Vessel's country or state of registration.

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.

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**CAMPING / CHILDREN / COOKING / DINGHIES**

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**CAMPING**

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Overnight camping in RVs, vehicles, tents, or otherwise is prohibited on Port property.

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**CHILDREN IN THE MARINA**

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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.

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**COOKING IN THE MARINA**

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"Open-flame" cooking on the docks, whether in the secured area of the Marina or on the Breakwater, is prohibited.

"Open-flame" cooking on the open deck of a boat in a covered slip inside the Marina with a barbeque (propane or coals), a Coleman stove, or other non-permanent cooking facilities is prohibited.

Use of a propane barbeque that is attached to the boat is allowed on the open deck of a boat while tied in an uncovered slip or while moored on the Breakwater Dock.

Use of a built-in cooking device from the manufacturer is allowed while inside the Marina.

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**DINGHIES**

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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.) The Dinghy Storage Area is first-come, first-serve for dinghies with a maximum length of 16'. Owners must register dinghies with the Port office before placing them in the storage area. Tenants are allowed one dinghy per leased slip to be stored in the Dinghy Storage Area. A maximum of four dinghies may occupy the Dinghy Storage Area at one time. Wave runners and jet skis are NOT permitted to be stored in the Dinghy Storage Area. Please refer to page #6-**Boat Registration/Ownership** section of the Marina Policy Manual for clarification on registering Dinghies with the Port Office. Please refer to page #13- **Insurance** section of the Marina Policy Manual for clarification on insurance requirements for Dinghies. All vessels stored in the water ahead of your boat in your slip are considered "secondary vessels" and must also be registered with the Port Office.

**DIVERS / DOCK BOXES / DOCK CARTS**

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**DIVERS / SWIMMING**

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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**

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- 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.
- 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.
- Moorage Tenants are required to keep their boat, dock box, and the pier or finger in the vicinity of their boat Shipshape.
- 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.
- Storage of items in the overhead portion of the dock structure is prohibited due to safety concerns.
- Blocking any aisle-way is prohibited.

**DOCK CARTS**

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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**

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**ELECTRICAL POWER**

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**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 pay a flat monthly rate.

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 has conducted regular stray current inspections since 2011.

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**FIRE FIGHTING / FISHING / FUELING BOATS**

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**FIRE-FIGHTING EQUIPMENT**

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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.

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**FISHING / FISH CLEANING**

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

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**FUELING OF BOATS**

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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 purposes 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.

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**FUEL SPILLS / GARBAGE & RECYCLING**

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**FUEL SPILLS**

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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:

- Call the US Coast Guard National Spill Response Center at 800-424-8802 and provide information as to the location and amount of spill, and a contact name and number.
- 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.
- Utilize the spill containment equipment located at the fuel dock and at the south end of E-Row.

See the Dept. of Ecology's "Resource Manual for Pollution Prevention in Marinas". Available through the DOE's web site.

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**GARBAGE & RECYCLING**

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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 building). 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.

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

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**GARBAGE & RECYCLING (CONT.)**

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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 32<sup>nd</sup> 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.

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**GATE KEY FOBS / ACCESS**

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Gate Key Fobs will be issued to Moorage Tenants only. Moorage Tenants may be issued a maximum of five (5) Gate Key Fobs upon signing a moorage agreement. The issued Gate Key Fob(s) is the responsibility of the Moorage Tenant, and each use is registered by the electronic Key Fob 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 Key Fobs from the boat owner.

In an emergency, a Gate Key Fobs 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 Key Fob, access may be granted either by the Port Office loaning a Gate Key Fob for the one-time use (upon surrender of a driver's license or similar identification until the Gate Key Fob is returned), or Port staff may open the appropriate Marina Gate.

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**GROUP EVENTS / GUEST MOORAGE / INSURANCE**

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**GUEST GROUP REGISTRATION AND SPECIAL EVENTS**

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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.

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**GUEST MOORAGE FEES**

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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 top of the launch ramp. Does not apply to stays of four (4) hours or less.

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**INSURANCE**

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Moorage Tenants, Port Sublessees and Tenant Sublessees are required to carry coverage at liability limits of at least three hundred thousand dollars (\$300,000) per occurrence and show proof of insurance to Marina Management upon entering into a moorage agreement or sublease when requested to do so. This section does not create or diminish rules regarding Port subleases and tenant subleases set forth elsewhere in this Manual.

Such insurance is to include, at a minimum, general, legal, and pollution liability coverage. Moorage Tenant's and Sublessee's marine insurance may satisfy the requirements set forth herein through the purchase of multiple policies as necessary.



**LAUNCH RAMP PERMITS / LAUNCH RAMP USAGE / LAUNDRY / SHOWERS / LIVE-A-BOARDS**

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**LAUNCH RAMP PERMITS**

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

- Daily Permits for Marina Users are available either in the Port Office or at the Pay Station located at the top of the Launch Ramp, next to the public restrooms.
- Permits must be displayed in the vehicle, visible from the outside.
- Annual Permits are available in the Port Office and shall be displayed as instructed. Moorage Tenant's Annual permit is included with permanent moorage.
- Discounted Annual Permits are available at the Port Office for the following:
  - Seniors (62+); or
  - Permanently Disabled
  - Veterans

**LAUNCH RAMP USAGE**

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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.**

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Biodegradable products are required for laundry, showers, dishes, and other cleaning done while on board a boat to minimize graywater residue in the Marina.

Discharge of blackwater into the Marina is prohibited.

**LIVE-A-BOARDS**

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Living aboard boats in Parker's Landing 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.

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**MANEUVERING / MOORAGE ASSIGNMENT / SLIP SIZE**

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**MANEUVERING IN THE MARINA / ON PORT PROPERTY**

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Boats, vehicles, property, gear or equipment must be parked, stored, moored or maneuvered in a safe and orderly manner.

The boat harbor speed limit is: NO WAKE SPEED.

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**MOORAGE ASSIGNMENT / SLIP SIZE**

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Unless other circumstances prevail, a boat's overall length, inclusive of bow sprit and swim platform, must not be more than one (1) foot longer than the slip length - from walkway to end of finger. 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, lowwater 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**

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**MOORAGE ASSIGNMENT / SLIP SIZE (CONT.)**

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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**

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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.

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**PARKING / VEHICLE TRAFFIC / PETS / SALE OF BOAT**

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**PARKING / VEHICLE TRAFFIC**

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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.

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.

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.

Commercial vehicles, such as semi-trucks may not be parked in the parking lot overnight.

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**PETS**

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

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**SALE OF BOAT**

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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, the lessor 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, the Moorage Tenant must notify Marina Management of the sale and provide the bill of sale to transfer the slip into the new owner's name. 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, the Port Office will complete the required paperwork: written termination or transfer of current lease, and signing of a new lease by the new boat owner/new Moorage Tenant. The new owner will have 10 days to schedule an inspection with the Harbor Master.

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**SEWAGE DISPOSAL / SIGNAGE / SLIP UTILIZATION**

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**SEWAGE DISPOSAL**

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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.

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**SIGNAGE**

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**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.

**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.

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**SLIP - UTILIZATION REQUIREMENTS**

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Moorage Tenants are required to have their boat in the assigned slip for four (4) months in any 12-month period. 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 30 days from the date of lease signing, to produce an appropriately sized vessel of record, and provide proof of ownership as described in 'Boat Registration,' above, and have vessel inspected by the Harbor Master, unless otherwise arranged with Marina Management.

**SUBLEASE OF MOORAGE**

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**SUBLEASE OF MOORAGE**

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All subleases and/or assignments are to be memorialized on a Port-provided form.

All sublessees 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:

- Boat make, length and beam.
- Boat name and registration information.
- Boat owner's name.
- All contact numbers (home; work; cell).
- Length of expected stay.
- 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, and complete 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:

- Is responsible for providing a Gate Key for sublessee's use.
- May not charge Sublessee more than the prevailing moorage rates.
- Is responsible for all charges that accrue to the Port.
- Is responsible for removal of the sublessee's boat at the expiration of the Tenant Sublease, or 30 days, whichever comes first.
- 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.

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**TERMINATION / WAIT LIST GENERAL**

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**TERMINATION OF MOORAGE**

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Slip Termination: Termination of a Moorage Lease Agreement requires a thirty (30) day written notice by either party. Tenants may give such notice 30 days prior to the end of their current lease term without penalty. If notice is given within a lease term, the tenant may be granted an early release if the Port can fill the slip with another tenant. In such cases, the terminating tenant will be subject to a lease break fee (amount found in the current schedule of rates and fees) and, if receiving a discounted rate, will be back-billed at the standard monthly rate.

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.

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**WAITING LIST - GENERAL**

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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. As of July 1, 2021 there is no priority given to Moorage Tenants over Non-Tenants on the waitlist.

Waiting List members are responsible for keeping the Port Office advised of current contact information.

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**

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**WAITING LIST - NON TENANTS**

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Non-Tenants wishing to be placed on the Waiting List for moorage (hereafter 'Applicant') must fill out a Waiting List Application on the Port website or in the Port office.

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. This fee is charged annually by calendar year. Regardless of the date on the Waiting List Application, Applicants will be re-billed each December for the next calendar year. Failure to pay by December 31st will result in removal from the Waiting List on January 1st.

When a slip is offered, Applicant shall have a reasonable amount of time to consider the offer and respond. If Applicant declines, he/she shall be moved to the end of the Waiting List

Applicants will be removed from the Waiting List in the case of non-payment of annual Waiting List fee or if Applicant requests to be removed.

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**WAITING LIST - TENANTS**

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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)
- Tenants will pay the non-refundable Marina Wait List fee. The fee will be charged annually regardless of the date of the original wait list request. Tenants will be re-billed each December for the next calendar year. Failure to pay by December 31<sup>st</sup> will result in removal from the Wait List on January 1st.

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 amount of time to consider the offer and respond. If declined, the Moorage Tenant shall be moved to the end of the Waiting List.



**WATER**

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**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.

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**DIMENSIONAL CRITERIA**

**A ROW**

**30' COV SINGLE SLIPS:**

**40' COV SINGLE SLIPS:**

<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**

**HEIGHT & DOCK SIDE**

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