

Friday Harbor Marina Rules and Regulations

Purpose & Application

The Port of Friday Harbor limits the use of moorage to specific purposes and must administer those uses carefully to ensure fairness to all customers. Therefore, the Port reserves the right to allocate the use of any moorage space as it deems necessary to meet that end.

The purpose of the Rules & Regulations Customer Guidelines is to promote the safe and efficient operation of the Friday Harbor Marina and provide better service for boaters and the public.

The Marina Rules and Regulations may be modified from time to time by resolution of the Commissioners for the Port of Friday Harbor at the regular public meetings.

The Rules & Regulations in these guidelines apply to all users of the Friday Harbor Marina. Owners of boats and vehicles using facilities or space within the marina are subject to charges as listed in the the Port's Schedule of Fees & Charges.

Authorization to Administer Regulations, Policies and Procedures

The Port Commission authorizes marina management to enforce these regulations by written or oral instructions.

Marina Management may request persons violating these regulations to leave the marina and/or may obtain assistance of law enforcement officers to protect property, lives or to preserve the peace.

Marina customers who violate regulations and procedures may be subject to cancellation of moorage contracts, penalty charges, impoundment, and/or removal of vessel.

Charges for removal of a vessel will be assessed against the vessel and/or its owner(s).

Management may interpret the reasonable intent of these regulations to carry out the purpose of the regulations.

Definitions

Annual Schedule of Fees & Charges: refer to fees and charges approved by the Port Commission for moorage and all other charges owing or becoming owing between a vessel owner and the Port, including but not limited to, costs of sale and related legal expenses.

Boat/Vessel: defines a structure designed for navigation on the water, capable of being used as a means of transportation and used for recreational boating, yachting; commercial fishing or other recognized purposes.

Business Moorage: a slip or space which the Port assigns for an approved commercial use.

Complimentary Moorage: a slip or space which the Port assigns for temporary or permanent use by a community organization, public agency, or non-profit group. The Port Commission may waive any and/or all fees in exchange for other value received by the Port.

Customer: is defined as any person, including boat owners/operators, marina tenants and the public entering the marina.

Dinghy/Skiff: a small boat less than 14 feet in length, without a cabin.

Marina: includes water, land, air space and all buildings within the boundaries of the Friday Harbor Marina.

Marina Management: refers to the management of Friday Harbor Marina its agents and representatives, hereafter referred to as management.

Port: refers to the Port of Friday Harbor.

Waiting List: refers to the list of persons who are not yet tenants of the marina, but have requested permanent moorage.

Sublease: refers to an agreement held by a person other than the owner of record who has authorization to place his/her vessel in an assigned moorage space.

Facility: refers to Friday Harbor Marina.

Qualifications and Requirements

Applicable Status- Customers shall comply with all Port, Municipal, County, State, Federal regulations and laws, as well as any other safety requirements directed by Management.

Insurance Required - Vessel owners must provide a certificate of liability insurance with a minimum limit \$300,000 encompassing general, legal and pollution liability. The Port must be listed as an additional insured on the policy. Current copies of the insurance certificate must be on file at all times and must be in place prior to approval of the liveaboard agreement.

Boat Qualifications – The vessel must be kept seaworthy at all times as defined by Port Policy and must meet all federal, state and local laws, including but not limited to laws pertaining to navigation, safety, registration and sanitation equipment. Boats moored in the marina must at all times be ready for immediate cruising in local waters.

Licenses Required – A copy of the vessel registration is required with the Moorage Agreement. Annual state registration decals must be attached to the hull of the vessel. Current copies must be on file in the office at all times.

Responsibilities of Customer and Proof of Ownership

Customer must provide current USCG documentation or State Registration as proof of ownership. Use of assigned slip is personal to the customer for which it was assigned. Persons buying the vessel or any interest thereof will not acquire any rights to the slip.

If moorage conditions are not met, the moorage agreement may be terminated.

Boats that because of their size or construction are deemed by Port management to be hazardous to Port property or other boats will not be granted moorage.

Moorage may be terminated if a vessel deteriorates to the point that it is deemed a hazard to marina property or other boats.

When requested, a boat owner must grant permission for an onboard inspection of the boat by Port management, U.S. Coast Guard boarding officer, U.S. Coast Guard Auxiliary boat examiner, U.S. Power Squadron boat examiner, or authorized San Juan County Sheriff's deputy or be deemed in noncompliance with the above article.

Waiting List

Due to high demand for moorage, when the requested moorage is not available applicants may be placed on a waiting list based on overall length and beam of vessel. The waiting list is processed by date of application and moorage is assigned in that order. All moorage customers must go through this process to be eligible for moorage privileges.

Procedures

1. Customers desiring moorage must fill out a Waitlist Application.
2. A non-refundable fee must accompany each waitlist application. (See Annual Fees & Charges).
3. The waitlists are organized according to facility, slip length and by application date.

4. When moorage is offered and applicant chooses to not accept, applicant will be removed from the waitlist. Applicant has 20 days to respond to offer of assignment. If applicant does not respond they will be removed from the waitlist. Applicant may choose to go to the bottom of the waitlist with a new date as of date slip was refused.
5. Applicants are responsible for updating their contact information with the Harbormaster in the event of any changes.
6. Applicants may transfer from one waiting list to the other, with original date, without charge.
7. Customers with 30'+ vessels assigned from the waitlist to a permanent slip after March 1, are obligated to pay moorage for the slip through December 31 of that same year. For customers who wish to only occupy the moorage slip for the summer months they may opt for a summer sublet as managed by the Harbormaster.
8. Customers assigned a permanent moorage slip may request to transfer to a different slip, either different size or different configuration. They will be placed on the waiting list for that size slip according to the date of the transfer request.
9. A Port employee may be approved for liveaboard status as a condition of hire regardless of whether a waiting list for liveaboard status exists.

Moorage assignment

Use of an assigned slip is personal to the customer for which it was assigned. Persons buying the customer's vessel or any interest thereof will not acquire any rights to the slip.

Procedures

1. A moorage agreement must be signed by both the moorage holder and Port staff. All vessels must be able to pass the U.S. Coast Guard or U.S. Power Squadron vessel safety check. For Federal requirements of recreational vessels refer to www.uscgboating.org
2. A one month's moorage deposit plus the first month's moorage must be paid upon signing the moorage agreement. Deposits are updated annually to match rate adjustments.
3. If the above conditions are not met the moorage agreement will be terminated.
4. Moorage may be cancelled with 15 days notice.

Dimensional Considerations

1. Moorage is assigned by Marina Management with regard to a vessel's overall length, beam, draft and operational characteristics.
2. Boats already in slips that do not meet dimensional criteria may be moved at the Marina Management's discretion.
3. Vessel overhang in slips is allowed only if it does not obstruct the walkway or narrow the channel. No more than two feet total overhang is allowed.
4. Staff may measure vessel to confirm overall vessel length.

Optimum Utilization

Boats may be moved by Management for the purpose of maximizing utilization of water space, protecting life and property, accommodating marina repairs, improvements, maintenance, construction, and when otherwise necessary, with or without advance consent of the owner.

Sublet Assignments

Customers may not sublet slips without the Port's consent.

Customers may sublet moorage slips for up to six months out of any 12 month period. A contract for moorage must be filled out by the sublet at the marina office. Permanent customers of 50' and 60' slips must occupy their slips four of the remaining six months. If vessel does not occupy slip the Port may continue to sublet slip, charging both customer and sublet. Permanent customer must give Port 30 days' notice to return to slip.

Moorage customers may allow a guest to use his/her slip for up to a maximum of 30 days out of one year. Moorage customer must provide Port office with guest's name, vessel name and phone number.

Permanent moorage customers may solicit a sublet customer for their slip. Sublet's vessel must be of comparable length and width. Permanent customers may also inform marina office of a slip available for sublet and Marina Management may sublet the slip if there is a request. The Port does not in any way guarantee that they will sublet the slip.

Sublet customers will pay the same fees that permanent customers pay in addition to the Summer Sublet Fee June-August. Permanent customers may not charge sublet customer any fee or charge. The sublet is expected to adhere to all of the same Marina Rules and Regulations as all permanent customers.

Moorage Reassignment/Transfer Requests

Permanent customers may request a change of slip by submitting a written request to the Port office. Such requests will be maintained in order of the date of request. Second refusal of slip removes customer name from transfer list.

Assigned moorage is personal to the tenant of record and may not be assigned or transferred to any person or entity except as follows: Upon death of the tenant of record, moorage rights may be passed to an immediate member of the family; namely the spouse, child, father, mother or brother or sister. **A person purchasing a boat from a customer of the marina does not acquire moorage space.** To obtain moorage within the marina, the purchaser must apply for moorage and be placed on the waitlist.

Complimentary and Business Moorage

The Port may issue any number of moorage spaces as complimentary moorage or business moorage without considering the applicable waiting list. Tenants using these spaces must comply with all applicable Port Rules and Regulations. Based upon demand and achieving maximum utilization of Port facilities, the Port may limit the number of slips that any one individual or business can lease.

Transfer or sublease of a Complimentary Moorage or Business Moorage space is not allowed. Only the vessel registered to the tenant is allowed to occupy the space. Complimentary Moorage and Business Moorage tenants must provide comprehensive liability insurance naming the Port as additional insured in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Fishing Vessel Moorage

During commercial fishing/dive seasons moorage will be designated and priority given to commercial fishers/divers. A commercial moorage rate per Annual Schedule of Fees and Charges will be extended to boats actively engaged in fishing/diving activities and have current fish tickets or state permits.

The Port allows commercial fisher/divers to sell fish at the harbor. Prior to selling their individual catch, commercial fisher/divers must contact the Port for appropriate sale location. Commercial fisher/divers must show their wholesale fish license and Town of Friday Harbor business license.

Some loading zone space is available for the loading/unloading of nets. Some net storage is provided and charged per the Annual Schedule of Fees & Charges. Contact the Port office for locations.

Winter Monthly Moorage

It is the policy of the Port to use the guest slips, at management's discretion, for monthly moorage during the winter season (September 15 through April 30). Moorage will be assigned on a first come first served basis.

Winter moorage ends on April 30th. Requests to extend the moorage stay will be taken by date of request and assigned as space is available.

Vessel Management

The Marina office assigns all moorage at the Marina. All vessels may be required to pass a vessel safety check, to be performed by their choice of the U.S. Coast Guard or U.S. Power Squadron.

Owners are responsible for providing adequate fenders to protect adjacent vessels as well as for securely mooring their boats with adequate bow, stern and spring lines. Four or more lines are advised.

Mooring lines shall not cross any walkways, nor tie to anything other than the cleats provided (i.e. lines shall not be tied to pilings, power service posts, electrical conduit and water pipes.)

Shore power cords and water hoses must be secured so that they do not hang in the water, create a hazard for pedestrians, or cannot cause damage to power posts. Extension cords are not allowed to be used as marine shore power cords or wrapped around power pedestals.

Slip Credit Program

The Port gives permanent customers the opportunity to loan their slip to the Port while they are out cruising to use for guest moorage. Customers must inform the Port in advance of the departure and return dates.

Credit is posted to customers account on a daily pro-rata amount of customer's base monthly rent, plus leasehold tax credit. Electrical charges will be credited in the amount of ½ of electrical fee.

If Port staff cannot fill the slip, no credit shall be issued to the customer's account.

Permanent customers must give twenty-four (24) hours notice if they wish to return to the slip earlier than previously scheduled.

Billing Procedures/Payment Due to Port

Moorage rates apply to vessels, their owner(s)/operator(s), agents and/or responsible persons. Moorage fees are due and payable to the Port in advance.

Moorage rates are based on whichever is longer, the vessel or the slip. All lateral side-ties not in slips will be charged by the length of the vessel.

For moorage rates, refer to the Annual Schedule of Fees & Charges.

All moorage agreements are month-to-month agreements.

Electricity used in the slip will be part of the monthly statement.

A Security Deposit is required from all moorage tenants equal to one month of moorage rent. This security deposit will be adjusted annually to equal one month of moorage, according to the Annual Schedule of Fees and Charges.

Storage on Docks

Boat owners, operators, crew or guests using the Facility are required to keep the outside of their boat, dock boxes and the pier or finger in the vicinity of their boat neat, clean and orderly. (No deflated dinghies or unused equipment may be stored on floats.)

Storage of oily rags, open paints or other flammable or explosive material in dock boxes or any other marine facility is prohibited.

Dock boxes are permitted where space available and are subject to Harbormaster approval and subject to annual inspection by Port staff. Customers will need to contact the Harbormaster for new dock boxes.

Satellite communications equipment may be mounted on vessels, dock boxes or boarding steps only and not on Port property, unless permission is granted by the Harbormaster.

The Marina Management will perform an annual inspection of dock boxes.

Maneuvering

The Port defines all water areas inside the breakwater of Friday Harbor Marina as narrow channels as defined by the U.S. Inland Rules of the Road. Therefore, a sailboat or any other craft, including a seaplane, does not have the right-of-way over another vessel based solely on its method of propulsion.

The movement of vessels within the moorage area (between floats) must be for the purpose of mooring, entering or leaving a slip only in a safe and orderly manner. Random cruising by vessels is not permitted.

The Harbor speed limit is 4 knots or no-wake speed whichever is less.

Anchoring or deploying ground tackle within the confines of the breakwater or in slips is prohibited. Anchoring within 100 feet of any float or within 300 feet of the breakwater is prohibited. Boats anchored in restricted areas may be moved at the owner's expense.

Running engine while in gear is prohibited when tied to finger piers or the breakwater.

Dinghies

Dinghies may not be kept on the finger or adjacent walkways. If the dinghy is small enough it may be kept in the water ahead of the vessel as long as it does not interfere with neighboring vessels.

Dry dock storage is also available in the Facilities. Contact the Harbormaster for availability.

Customers located on the Main Float may store their dinghy on the Main Float and will be charged the dry dock storage rate according to Annual Schedule of Fees and Charges.

Garbage

Dumpsters are provided on the main pier for moorage customers only. Disposing of household trash in Marina dumpsters is PROHIBITED.

Discharge or deposit of garbage, trash, oil, fuel, debris, and/or other material, liquid or solid in the water or on land in the Marina Facilities is prohibited. These items should be disposed of in the following areas:

- I. Recycle containers are provided on the main pier of the Friday Harbor Marina for collection of glass, aluminum and cardboard.
- II. Used oil is to be disposed of at the oil recycling station on Front Street. Customers must check in at the Port office to sign for the access key. Contaminated bilge water (oily) may be disposed of at the bilge water recycling station.
- III. Sewage is to be disposed of at pump out station, with a portable honey-wagon or by schedule of the pump-out vessel.
- IV. Old used batteries may be recycled at the station located in the Upper Port Parking lot.

Utilities

Electricity

The marina provides properly grounded, alternating current (AC) power to each slip. 30 amp 125 volt power is available in slips 24' and greater. 50' and larger slips may have outlets for either 30 amp 125 volt or 50 amp 125/250 volt power. From time to time power may need to be shut off for maintenance. Staff will make all reasonable efforts to notify the customer in advance and restore power as soon as possible.

All shore power cords in use must be commercially produced marine grade cords with a twist locking shore end plug of either L5-30P (30A 125V) or SS2-50P (50A 125/250V) type. These designations are typically molded into the plug body near the prongs and indicated on retail packaging. Customers with cords that do not meet these standards or that have been modified in any way will be notified by email, then by phone to replace their cord. If no contact is made by the customer the cord will be unplugged by Port staff.

Customer's vessel shall have no electrical connection on its AC power system between the neutral and ground wire or shall use an isolation transformer installed per the manufacturer's specification and all applicable electrical code requirements. Vessels determined to have more than 30 milliamps on the ground wire of its AC shore power cord(s) will be disconnected until the vessel wiring problem can be resolved.

Water

Spigots are located approximately every 50 feet on each float. Direct water hook-ups are not allowed. During freezing temperatures water pipes on the docks may be drained therefore water is not guaranteed. Should the marina water pipes be drained a special no-water flag will be run up the flag pole adjacent to the Port Office.

Sewage

See Required Management Practices: Sewage

Telephone, Cable, Satellite

Telephone and cable service is not available on the docks. Satellite dishes may be mounted on vessels, dock boxes and with the Harbormaster's permission on fillets.

Wood burning stoves

Use of wood burning stoves is prohibited on all vessels.

Wireless Internet

Free wireless internet is offered by the Port at the Friday Harbor marina.

Carts

The Port provides dock carts at the top of the main pier. All customers shall promptly return carts after use in order to be available for others. Carts shall also be cleaned of all debris upon return. Carts shall not be taken off the Marina premises. Personal dock carts may be used but may not be stored on finger float or walkway.

Vehicle Traffic and Parking

Management may establish reasonable traffic and parking regulations, including posting and issuing of permits as required for orderly handling of motor vehicles on Marina premises. Parking areas are for the use of customers and persons involved with the use of Marina Facilities. Each permanent customer may purchase one permit per slip. A second permit may be provided, but only one vehicle may park in the lot at the same time.

Permits for parking on Port premises may be purchased at the Marina office.

Vehicles in the parking lot may not be used as a place to conduct business.

Vehicles may not be washed or worked on in the Port parking lots or piers.

Trailers may not be parked in the Marina parking lot. Remote parking for vehicles and trailers is available. Check at the Port office for location and availability.

Vehicles without permits or deemed as not street legal will be towed at the owners expense. (This includes vehicles with flat tires, broken windshields or expired tabs.)

Parking on Front Street is for 2 hours only. The street is owned by the Town of Friday Harbor and does not offer permits.

Only customers with active permanent moorage accounts may purchase annual parking permits or monthly permits in the high season (June 1 through September 15) Monthly permits may be sold during the off season to non-tenants if space is available.

Types of Permits

- a. Annual permits may be purchased at the Port office. Customers will be issued a numbered sticker permit to be placed in the driver's side of the windshield down by the dash.
- b. Monthly, weekly and daily permits may also be purchased at the Port office. Customers will be issued a numbered tag to be hung from the vehicles rear view mirror or to be laid on the dash. Permits will be dated with the end date at the time of purchase.
- c. Permits for extra vehicles, boat trailers or motor-homes may also be purchased at the Port office. These vehicles will park in remote lot H at the Airport.

Violation

- a. Vehicles with expired permits will be issued violation notice by Port staff.
- b. Vehicles without permits or that appear to be abandoned will be towed at the owner's expense.

Hold Harmless

Anyone visiting or using the facilities does so at his/her own risk. The Port does not assume responsibility for personal injury, loss or damage to property, persons, or the environment, caused by the customer.

Customer Conduct

Behavior that disturbs the peace or creates a nuisance for others on Port property or any premises adjacent thereto is not permitted.

Use of alcohol or marijuana, except in licensed premises or aboard private vessels is a violation of state and or federal law. Engaging in the use or being instrumental in the exchange of illegal drugs or other prohibited substances on Port property is expressly prohibited and will result in the immediate termination of moorage.

The display or use of firearms, airguns, aerial devices and lighting of fireworks or flares on Port premises is strictly prohibited.

A parent or other responsible adult must accompany children 10 years of age and under while on vessel, piers and floats. All children 12 years of age and under are required to wear a personal floatation device (PFD) when unaccompanied. Children's PFDs are available for loan at the Friday Harbor Marina office or at the PFD display on the Friday Harbor Marina main pier at the reuse center.

All pets must be on a leash and under their owner's control while in the Marina. The Town of Friday Harbor leash laws are applicable on Port property. Owners are responsible for immediate and proper disposal of animal wastes. Mutt Mitt stations are provided throughout the Port's waterfront properties. Failure to comply may result in the termination of moorage and/or marina use privileges.

Use of Port Facilities

Riding Bikes, skateboards and mopeds are prohibited on all Port floats and skateboards are prohibited on all Port properties.

Swimming, water skiing and scuba diving are prohibited in the marina, with the exception of diving on vessels for maintenance or marina repair.

Fishing is only allowed on the breakwaters of the Friday Harbor Marina.

A message board is available at the Friday Harbor Marina office to post and receive messages.

A re-use/exchange center is provided on the Friday Harbor Marina's main pier for Marine related re-useable items only. Customers may not leave paint, flares, furniture, appliances, petroleum products or non-working items. Distribution of handbills, flyers, and pamphlets, of any kind, is prohibited in the Marina.

Showers, restrooms, laundry facility, pump-out and port o' potty dump station are all available to the public and open 24 hours a day at the Friday Harbor Marina only.

Harbor Services

The Port offers a two-ton crane at the Friday Harbor Marina which may be rented per the Port's Schedule of Fees & Charges. For use, contact the Port office to complete a hold harmless agreement. Rental may only happen during regular business hours.

A forklift with operator is available at the Friday Harbor Marina and may be rented per the Port's Schedule of Fees & Charges

The Port maintains a work skiff for maintenance in the Port's facilities for emergency situations.

The Port maintains bilge pumps for emergency use only. For use contact the Port office.

The Marina maintains 75' of oil boom on a hand cart and 1,500' of oil boom in a Department of Ecology provided trailer at the Friday Harbor Marina for emergency situations only. If needed contact the Port office immediately.

Fairweather Park is adjacent to the Friday Harbor Marina office and is for the enjoyment of all. Any commercial activity in the park is prohibited. No amplified music by individuals is allowed except during Port sponsored events.

Emergency Assistance/Security

In assuring that the Marina is safe and secure, the Port needs the assistance of all its customers to keep vessels or vehicles locked, to store or lock things that are loose or on deck, and to please promptly report all thefts and/or vandalism to the Port and local Sheriff.

In the event of a threat to human life, safety and/or property, call 911 Immediately!! For other, less urgent situations contact the Port office. If after hours you may contact security at 360-317-8672. Or call the SJ County Sheriff's office at 360-378-4151. If by VHF radio, call the Port on 66US.

Vessel Owner Performing Maintenance & Repair

Moorage customers are permitted to perform normal upkeep on their boats while moored in the marina.

Examples of normal upkeep include washing, polishing, varnishing, oil changes, routine engine tune-up and paint retouching.

All vessel owners agree to assume responsibility for any and all damage caused either, to their own property, to the property of others or to the property of the Port caused by any activities performed on their vessels by any third party.

Moorage customers shall remove all materials and scrap from floats and surrounding areas daily and shall in no way hinder or endanger the passage or activities of other Port tenants or employees by their activities.

Moorage customers shall agree to hold harmless the Port, its commissioners, employees and officers from any liability or loss incurred through their activities while in the Marina.

All work on vessels must adhere to the Marina Best Management Practices and all other applicable laws. (See Required Management Practices)

Commercial Mechanic Performing Maintenance & Repair

Any individual who is performing any work or service or selling any product supplies in the marina must first check in with the Harbormaster prior to performing any work or service or selling any product or supplies at the Marina.

All Commercial Mechanics shall be responsible for all activities conducted by themselves, their agents or their employees at the Marina or on vessels moored in the Marina.

All Commercial Mechanics agree to provide proof of liability insurance in the amount of \$1,000,000 protecting the Port from all perils connected with the Non-Based Operator's activities. A certificate of insurance, naming the Port as additionally insured, must be supplied to the Port prior to performing any work, etc.

Commercial Mechanics shall agree to hold the Port, its commissioners, employees and officers harmless from any liability or loss incurred through activities in the Marina.

Commercial Mechanics shall remove all materials and scrap from floats and surrounding areas daily and shall in no way hinder or endanger the passage of activities of Port tenants or employees by their activities. Non-Based Operators shall abide by the Port's Best Management Practices and all other City, State, Federal, USCG and all other applicable laws.

Commercial Mechanics must provide their own carts for commercial use. The Port provided dock carts are for guests and tenants only.

Fuel Pier

The fueling of vessels is permitted only at established marine fueling facilities. Overnight moorage on the fuel pier is prohibited per State Law. Fueling a vessel from portable containers is extremely hazardous and is FORBIDDEN within the Marina, per Uniform Fire Codes. Fire hoses and other fire-fighting equipment are to be used only for the fighting of fires.

Moorage Termination

Moorage customers terminating their moorage contracts must give the Port at least fifteen (15) days notice to vacate. Moorage fees will continue to accrue during the fifteen-day notice period.

The Port reserves the right to terminate or refuse moorage and/or service to any individual or vessel. The Port may order any individual or vessel to leave the Marina.

Marina Rules and Regulations violation notices will be issued in writing by Port staff and a copy will be kept in the Moorage Licensee's file. In the event three or more violations are issued, Port staff will review and report to the Commission.

Notification

The Port is not responsible for the mailing or delivery of the Marina Rules & Regulations to its customers. Copies are available in the Port office and website or can be sent via postal mail or electronic mailing at the customer's request.

Customer Suggestions & Grievances

As a public service agency, the Port is sensitive to and obligated to take action on valid suggestions and concerns of its customers. It is the policy of the Port to encourage customers to contribute to the efficient operation of the Marina by following the procedures established for this purpose, as follows:

- a. Customers should submit suggestions and complaints in writing to the Harbormaster.
- b. Differences of opinion regarding the interpretation of these Rules, Regulations and Procedures should be submitted to the Harbormaster in writing.
- c. If the matter cannot be satisfactorily resolved by the Harbormaster within ten days, it will be submitted to the Executive Director.

Guest Moorage

Check-In/Registration

- a. All guest boats in the marina for more than four hours or after 5:00pm must register at the Port office.
- b. Payment for overnight guest moorage is due in advance.
- c. 70% of the Marina's guest moorage is rented on a first come first served basis. Guest boaters may not pay the nightly rate before the boat is in the marina. Prepayment does not reserve a slip or guarantee that the slip will be available upon return.

- d. Once a vessel has been assigned a slip and moorage has been paid, boaters may rent an occupied flag saving their slip while out on a day cruise.
- e. Guests may register after hours with a registration envelope, which may be filled out and dropped through the overnight drop at the Port office.
- f. Once a vessel has occupied a slip on a first come first served basis, the slip is theirs for as long as they like. The maximum stays for overnight guest moorage is 29 days.
- g. Vessels not registered within 72 hours will be impounded.
- h. There is mandatory rafting up to three vessels deep along the inside of Breakwaters A and B and on walkways that allow it or at the Harbormasters discretion.

Reservations:

- a. On January 1 of every year reservations may be made for vessels 24' and larger for the upcoming summer season. The Port uses 30% of its guest slips for reservations. Reservations are held between 5/15 through 9/14.
- b. Reservations must be made 24 hours in advance in person or by phone.
- c. Vessels up to 42' will be assigned a moorage space on G dock. Vessels over 42' will be assigned lineal space on Breakwaters C or D. Reservations may be cancelled up to 24 hours in advance.
- d. Credit card numbers are taken at the time the reservation is made to hold the reservation, however they are not charged at that time.
- e. If a vessel is a "no show" or does not cancel 24 hours in advance, the customer's credit card will be charged, but only for the first night.
- f. Reservation areas are marked with signs allowing guests with reservations to come and go from the reservation area.
- g. A reservation slip is good only for the time it is reserved. Additional moorage nights should be requested on VHF 66us.
- h. If there are reserved slips unused, those slips will be used on a first come first served basis only for one night at a time.
- i. Check-in time is 1:00pm and check-out time is noon.

Group Reservations/Special Events

- a. Organized groups wanting to book space must first contact the marina office at least 30 days in advance.
- b. Requests will be accepted from the chairperson or event organizer only.
- c. Requests must include but are not limited to: date(s) of the event, number of boats, length of boats, name of boats and any special requests that members of the group may need.
- d. The Port has available for reservation a 20'x40' "activity float" for use by the group. The Port also has a smaller 10'x30' float available which is best used as a staging area. The floats may be placed in designated areas upon request, and fees for use are as listed in the Port's Schedule of Fees & Charges.
- e. Due to heavy traffic flow, the Port does not block out slips for groups during the 4th of July, Memorial Day weekend or Labor Day weekend. Groups may obtain moorage by calling and making individual reservation in the reservation areas.
- f. One week prior to event, chairperson should submit a final list for the group and confirm the groups stay.

- g. Groups that have attendance of 10 or more boats will receive a .25¢/foot discount on moorage except during July and August.
- h. Individuals shall pay their moorage and sign in their own vessels with the Port office upon arrival.

Required Management Practices

Statement of Environmental Stewardship

The Port of Friday Harbor as a public corporation, is committed to the highest standards of environmental protection. We will strive to operate in a manner that is compatible with the long-term sustainability of the ecosystems that we affect. We believe that sound environmental performance is a key component of sound business performance. Environmental stewardship is a responsibility of the Port of Friday Harbor Commissioners staff and employees.

In an effort to encourage all customers of the Port of Friday Harbor to be aware of and follow laws, and our voluntary community environmental standards, the Port Commission wishes to supply the following information to further this aim. Maps of these areas may be obtained at the Port office.

1. Voluntary "No Take" Zones are part of the Bottom Fish Recovery Program and are supported by the San Juan Community Marine Resource Committee. The Port Commission encourages all customers who work on the water to be aware of the MRC's goals in maintaining our community's ecosystem.
2. The Soundwatch Program supplies a Best Management Practices list regarding viewing marine wildlife. Soundwatch is a stewardship program of the Whale Museum. Volunteers of this organization have listed laws and voluntary programs to help protect wildlife from impacts caused by boats and people. The Port Commission proposes that all Port customers follow these programs.

The Friday Harbor Port Commission believes that by working closely with these two volunteer organizations the people of the Port District can not only help preserve our community ecosystem but repair some of the damages caused by user impact.

Environmental Policies

1. All self-employed boat workers and independent contractors must register with the harbormaster and receive approval before beginning any work on marina property.
2. Owners may undertake boat projects as needed to maintain the vessels safety, appearance and utility. Substantial exterior work encompassing more than 25% of the hull's deck and superstructure area is not allowed. Welding, burning and sandblasting are not permitted in the marina. Operation of power tools is prohibited between 6pm and 8am.
3. Port management expects all vessel owners to adhere to the following Best Management Practices.

Engines and Bilges

1. The discharge of contaminated bilge water is illegal. The Port provides a contaminated bilge water recycle station.
2. Use absorbent bilge pads to soak up oil and fuel. Oil pads are available at the marina office.
3. Used oil and diesel fuel should be disposed of in the Port provided waste oil trailer. Do not dispose of any fuels or oils in the marina dumpsters.
4. Gasoline/antifreeze should be disposed of by contacting the SJC Hazardous Waste at 360-370-0503.
5. Oil pads/filters must drain 24 hrs and be double-bagged before disposing of in Marina dumpsters.
6. Store oil absorbent materials on-board vessel in case of spills.

Oil Spill Prevention and Response

1. Stop the leak, if possible using oil absorbent pads.
2. **Do not use soaps or detergents** of any kind or add them to a spill.
3. Notify the Port Office and/or IOSA (Island Oil Spill Association 360-378-5322)

4. The U.S. Coast Guard requires report of a spill immediately. Call the National Response Center at 1-800-424-8802 and the Department of Ecology at 1-800-OILS-911.

Surface Preparation

1. All sanding, cutting, scraping or grinding of any material shall be performed in a manner to collect and contain all dust, particles, and waste from the air and work area for proper disposal.
2. Use small amounts of biodegradable soaps, cleansers and cleaners. Substitute vinegar for soap for the best solution to environmental cleaning. **Avoid detergents.**
3. Use tarps liberally to capture all scrapings, debris and drips.
4. Stretch tarps between side of boat and dock when working over the water.
5. Vacuum dust and debris hourly or every time the tarp is moved.
6. Reverse the boat in the slip to work on the far side.

Painting and Varnishing

1. Spray painting is not allowed within the marina.
2. Paints and solvents should be disposed of by contacting the SJC Hazardous Waste disposal at 360-370-0503.
3. Paints and solvents while open on docks or piers are limited to one gallon.
4. Always use a drip pan and drop cloth. Always mix paint and epoxy over a tarp.
5. Dispose of remaining bits of paint by brushing on an old board.
6. Empty paint cans must be dried completely before disposing of in dumpsters.
7. Use spigots, pumps, and funnels when transferring paint, varnish and other chemicals.

Sewage

1. Pump-out facilities are located at the end of the commercial float as well as the port o' potty dump-station; portable units are at the base of 'A' ramp and 'M' ramp.
2. Customers may schedule the pump-out boat to come to service their vessel.
3. Shore-side facilities are provided and we encourage their use whenever possible.
4. Boat Owners may be required to seal or render inoperable all on-board toilet facilities if a permit for liveaboard is granted.
5. Biodegradable soap is required in small amounts for dishes, on-board laundry and cleaning.

Solid Waste Disposal

1. Dispose of all garbage in proper shore-side receptacles.
2. Recycle cardboard, aluminum and glass in designated recycling bins.

Chemical Storage

1. Hazardous/flammable or chemical materials will not be stored in dock boxes or on docks. If at all possible store these items at home.
2. Review storage of paint/solvents every six months and properly dispose of old products.
3. Store paint or chemicals in a secondary containment device to catch leaks or spills.
4. For disposal information call San Juan County Hazardous Waste at 360-370-0503

Boat Cleaning

Read labels and buy products that will do the job without harming people and the water.

Help other boaters understand cleaner ways to do boat maintenance; pass this sheet on.

Look at product labels and buy 'non-toxic' and 'phosphate free' cleaners.

Use alternative cleaners, such as baking soda, lemon juice, vinegar and elbow grease.

Wash decks and hulls frequently with fresh water, using little cleaner goes a long way. All water hoses must have a nozzle which stops flow automatically when not in use.

Use only as much cleaner as you need.

Follow the label recommendation and local regulations for proper disposal.

Recycle the product containers when possible.

9. If using onboard washer, use soaps compatible with the environment. Use soaps with biodegradable bases like coconut or soy. **DO NOT USE SOAPS WITH PHOSPATES**