

Port of Friday Harbor

Final Draft

To our Valued Customers,

We are happy to provide you with the current Port of Friday Harbor Customer Rules and Regulations. This handbook will describe for you various aspects of marina operations and services. We hope you will find it useful as you use the Port of Friday Harbor Marina facilities.

To our long-term customers thank you for your continued choice to home port your vessel at the Port of Friday Harbor. We look forward to serving you well into the future.

If you are a new customer to the Port of Friday Harbor Marina we welcome you to our very special boating community. We hope over the years you will enjoy our facility and the amazing cruising grounds in which we are located.

If you have any questions regarding this handbook or anything else please call our office. We are open seven days a week call us at 360-378-2688 and our staff will be happy to help.

From all of the staff at the Port of Friday Harbor, we thank you for your patronage and look forward to serving you.

Sincerely,

Tami Hayes
Harbormaster

PORT OF FRIDAY HARBOR

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PORT OF FRIDAY HARBOR

Introduction

Port of Friday Harbor Prime Directive:

The Port of Friday Harbor shall maintain a healthy economy with family wage jobs and improve the social, economic and natural environments of the island.

Statement of Policy:

The Port of Friday Harbor limits the use of moorage to specific purposes and must administer those uses carefully to insure 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 Port of Friday Harbor has established the Rules & Regulations Customer Guidelines with this manual to ensure the efficient operation of the Port and consistency of operational procedures. This manual may be modified from time to time by resolution of the Commissioners for the Port of Friday Harbor at the regular public meetings.

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.

To demonstrate our commitment we will:

- ***Comply***: Meet or exceed the requirements of all applicable local, state and federal environmental laws, regulations and policies. Be a model for others in meeting our permitting requirements.
- ***Conserve***: Promote the efficient use of materials and resources, including water and electricity, in all phases of a facility's life.
- ***Protect Natural Resources***: Manage our business activities, the facilities and the natural places under the care of the Port to avoid, minimize or mitigate impacts to the ecosystems we affect and provide resource enhancements when opportunities arise.
- ***Waste Minimization and Prevent Pollution***: Minimize the creation of wastes in our operations and business activities. Dispose of wastes conscientiously and creatively by encouraging a "reduce/reuse/recycle" mentality and by developing programs and facilities that promote this attitude. Reduce the quantity and toxicity of materials used and waste generated from our facilities and operations through source reduction, reuse or recycling.
- ***Continually Improve***: Set high environmental standards and evaluate our performance against these standards. Incorporate environmental costs, risks and impacts when making decisions. Train all employees on this environmental policy and the key environmental impacts and responsibilities of their work.
- ***Allow Access to Land and Water***: Provide access where ever feasible to port property and from port property to the water for the use and enjoyment by all people, for public protection and safety and for uses that do not degrade the natural environment.
- ***Encourage and Lead***: Collaborate with customers, agencies and other organizations to promote sound science and achieve common objectives. Be proactive in identifying and addressing emerging environmental issues. Look for opportunities to offset our greenhouse emissions. Be aware of current science and modify our programs and management practices accordingly on that. Educate by example and instruction.

I. Purpose

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.

II. Application

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, rules and procedures described by the Port's Fees & Charges (copies are available at the Marina office).

III. Definitions

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

“Port” refers to the Port of Friday Harbor.

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

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

“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.

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

“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 facility.

“Fees & Charges” refer to charges of the Port 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.

IV. Authorization to Administer Regulations, Policies and Procedures

1. The Port Commission authorizes marina management to enforce these regulations by written or oral instructions.
2. 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.
3. Marina customers who violate regulations and procedures may be subject to cancellation of moorage contracts, penalty charges, impoundment, and/or removal of vessel.
4. Charges for removal of a vessel will be assessed against the vessel and/or its owner(s).
5. Management may interpret the reasonable intent of these regulations to carry out the purpose of the regulations.

V. 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.

VI. Notification

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

PORT OF FRIDAY HARBOR

Best Management Policies

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.
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. Use small amounts of biodegradable soaps, cleansers and cleaners. Substitute vinegar for soap for the best solution to environmental cleaning. **Avoid detergents.**
2. Use tarps liberally to capture all scrapings, debris and drips.
3. Stretch tarps between side of boat and dock when working over the water.
4. Vacuum dust and debris hourly or every time the tarp is moved.
5. 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 for the pump-out boat to come to your 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

1. Read labels and buy products that will do the job without harming people and the water.
2. Help other boaters understand cleaner ways to do boat maintenance; pass this sheet on.
3. Look at product labels and buy 'non-toxic' and 'phosphate free' cleaners.
4. Use alternative cleaners, such as baking soda, lemon juice, vinegar and elbow grease.
5. Wash decks and hulls frequently with fresh water, using little cleaner goes a long way.
6. Buy only as much cleaner as you need to avoid the need to dispose of leftover supplies.
7. Follow the label recommendation and local regulations for proper disposal.
8. Recycle the product containers.
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.**

Monthly Moorage Marina Entry Checklist

From the Port of Friday Harbor Policy Manual

Boats moored in the marina must at all times be completely seaworthy and ready for immediate cruising in local waters.

1. 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 or authorized San Juan County Sheriff's deputy or be deemed in noncompliance with the above article.
2. 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.
3. Moorage may be terminated if a vessel deteriorates to the point that it is deemed a hazard to marina property or other boats.
4. All boats entering the marina must have valid and current identification permanently affixed to the hull and clearly visible from the outside.
 - A. State registered boats must display valid numbers and state stickers.
 - B. U.S. documented boats must have the documented boat name on the hull and the six-digit number permanently affixed to the inside of the hull. Any documented boat in the marina for more than 60 days must display a current state revenue sticker.

Inspection Checklist

1. _____ State and/or federal registration papers are current and proper.
2. _____ Boat is showing proper registration, name boards and stickers.
3. _____ Boat has all required safety devices such as personal flotation, non-expired flares and fire extinguishers, required ventilation for fuel tanks and engine spaces, and backfire flame control.
4. _____ Boat has proper sound producing devices.
5. _____ Boat can display required navigational lights.
6. _____ Boat has all required FCC licenses for each radio-emitting device.
7. _____ Boat is properly displaying Discharge of Oil and Marpol garbage placards.
8. _____ Boat has a marine sanitation device, it is connected to an approved working and pump able tank or other U.S. Coast Guard approved device.
9. _____ Boat has acceptable to excellent mooring lines and fendering devices.
10. _____ Boat appears well found and has an appropriate means of propulsion.
11. _____ Boat is capable of immediate cruising in local waters.

Boat Name and Registration Numbers _____

Inspector's Signature and Title _____

Date of Inspection _____

PORT OF FRIDAY HARBOR

Marina Regulations: General Public

I. Hold Harmless

Anyone visiting or using the Marina or its 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.

II. Customer Conduct

- A. Behavior that disturbs the peace or creates a nuisance for others on Port property or any premises adjacent thereto is not permitted.
- B. Drinking of alcoholic beverages, except in licensed premises or aboard private vessels is a violation of state 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.
- C. The display or use of firearms or airguns and lighting of fireworks or flares on Port premises is strictly prohibited.

III. Vehicle Traffic

- A. 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 a time.
- B. Permits for parking on Port premises may be purchased at the Marina office.
- C. Vehicles in the parking lot may not be used as a place to conduct business.
- D. Vehicles may not be washed or worked on in the Port parking lots or piers.
- E. 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.
- F. 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.)

IV. Garbage

- A. Dumpsters are provided on the main pier for moorage customers only. Disposing of household trash in Marina dumpsters is PROHIBITED.
- B. 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:
 - 1. Recycle containers are provided on the main pier for collection of glass, aluminum and cardboard.
 - 2. Used oil is to be disposed at the oil recycling station in the upper marina parking lot.
 - 3. Sewage is to be disposed of at pump out station, with a portable honey-wagon or by schedule of the pump-out vessel.

V. Miscellaneous

1. A parent or other responsible adult must accompany children under 9 years of age, while on piers and floats. All children under 12 years of age are required to wear a life preserver when unaccompanied. Children's life preservers are available at the Marina office or at the PFD display on the main pier at the reuse center.
2. All pets must be on a leash and under their owner's control while in the Marina. Owners are responsible for immediate and proper disposal of animal wastes. Failure to comply may result in the termination of moorage and/or marina use privileges.
3. Riding Bikes, skateboards and mopeds are prohibited on all Port floats and skateboards are prohibited on all Port properties.
4. Swimming, water skiing and scuba diving are prohibited in the marina, with the exception of diving on vessels for maintenance or marina repair.
5. 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.
6. Running engine while in gear is prohibited when tied to finger piers or the breakwater.
7. Fishing is only allowed on the breakwaters.
8. The Port provides carts at the top of the main pier. Customers should promptly return carts for use by others. Carts should be cleaned after use of all debris or spills. Personal dock carts may be used as long as storage of cart is not on finger float or walkway.
9. A message board is available at the harbormasters office to post and receive messages.
10. A re-use/exchange center is provided on the main pier. Marine related re-useable items only. You may not leave paint, flares, furniture, appliances, petroleum products or non-working items. Signs posted should be no larger than a regular 8" x 10" sheet of paper. Signs should all be dated. Thirty (30) days after posting signs will be removed. Distribution of handbills, flyers, and pamphlets, of any kind, is prohibited in the Marina.

VI. Emergency Assistance/Security

In assuring that the Marina is safe and secure, the Port needs the assistance of all it's 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 of local Sheriff.

1. In the event of a threat to human life, safety and/or property, call 911 Immediately!!
2. For other, less urgent situations contact the Port office. If after hours you may contact security at 360-378-8672. Or call the SJ County Sheriff's office at 360-378-4151.
3. If by VHF radio, you can call the Port on 66US, or the marine operator on channel 28.

Port of Friday Harbor

Marina Regulations: Boat Owners/Operators

I. Vessel Operations

A. Vessel Registration

All vessels entering the Marina must register and pay moorage charges at the Marina office in accordance with the Port of Friday Harbor Fees & Charges.

B. Vessel Identification

All vessels entering the Marina must have valid identification permanently affixed to the hull and clearly visible from the outside. Failure to have valid identification may be cause for refusal of moorage or other access to the Marina. All vessels in the Marina must have one of the following three valid identifications:

1. Washington State registration decal and numbers displayed on the vessel.
2. Documented name of the vessel engraved on the hull and the documentation number on file in the marina office.
3. Out of state or foreign registration.

C. Moorage of Boats

1. The Marina office assigns all moorage at the Marina. All vessels are required to pass the Marina Entry Checklist.
2. 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.
3. 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.)
4. Shore power cords, water hoses and extension cords must be secured so that they do not hang in the water, create a hazard for pedestrians, or cannot cause damage to power posts.

D. 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.

E. Seaworthiness

Vessels moored in the Marina must, at all times, be completely without hazardous conditions, seaworthy and ready for immediate cruising in local waters. Management may ask vessel owners to prove seaworthiness of the vessel.

1. A vessel owner must grant permission when requested for an on-board inspection of his/her vessel by Port Management, U.S. Coast Guard, U.S. Coast Guard Auxiliary Examiner or San Juan County Deputy Sheriff.
2. Boats which because of their size or construction, are deemed by management to be hazardous to Marina property or other boats will not be granted moorage.
3. Moorage may be terminated if a vessel deteriorates to the point that it is deemed a hazard to marina property or other vessels.

F. Maneuvering

1. 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.
2. The movement of vessels within the moorage area (between floats) must be for the purpose of mooring, entering or leaving a slip only. Random cruising by vessels is not permitted.
3. Boats, vehicles, property, gear or equipment must be moored, parked, maneuvered or stored in a safe and orderly manner.
4. The Harbor speed limit is 4 knots or no-wake speed whichever is less.

G. Storage on Piers

1. Boat owners, operators, crew or guests using the Marina 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.)
2. Storage of oily rags, open paints or other flammable or explosive material in dock boxes or any other marine facility is prohibited.
3. Dock boxes are permitted where space available and are subject to Harbormaster approval.
4. 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.

H. Dinghies

1. 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.
2. Dry dock storage is also available in the marina. Check in at the Marina office for registration and assignment.

I. Vessel Owner/Operator Maintenance & Repair

1. 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.
2. 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.
3. 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.
4. 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.
5. All work on vessels must adhere to the Marina Best Management Practices and all other applicable laws. (See BMP's)
6. It is responsibility of the moorage customer to carry adequate insurance on their vessels.

J. Non-Based Owner/Operator 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.

1. All Non-Based Operators shall be responsible for all activities conducted by themselves, their agents or their employees at the Marina or on vessels moored in the Marina.
2. All Non-Based Operators 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.
3. Non-Based Operators shall agree to hold the Port, its commissioners, employees and officers harmless from any liability or loss incurred through activities in the Marina.
4. Non-Based Operators 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.
5. Non-Based Operators shall abide by the Port's Best Management Practices and all other City, State, Federal, USCG and all other applicable laws. The Port prefers that Non-Based Operators use their own hand-carts, but if that is not practical a Port cart must be returned immediately clean and contaminate free and may not be kept at the slip while work is in progress.

K. Fuel Pier

The fueling of vessels is permitted only at established marine fueling facilities. Overnight moorage is prohibited per State Law. Fueling a vessel from hand-carried 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.

L. Carts

The Port provides dock carts at the top of the main pier. All customers should promptly return carts after use in order to be available for others. Carts should also be cleaned of all debris upon return. Carts should not be taken off the Marina premises.

Port of Friday Harbor

Policies and Procedures

Monthly Moorage: Waiting List

I. Policy

Due to the demand for moorage, applicants are 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.

II. Procedures

A. Application for Moorage

1. Customers desiring moorage must fill out a Waitlist Application.
2. A non-refundable fee must accompany each waitlist application. (See Fees & Charges)
3. 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.
4. Applicants are responsible for keeping the Marina office apprised of current address and telephone numbers.
5. Applicants may transfer from one waiting list to the other, with original date, without charge.
6. Customers assigned off the waitlist to a permanent slip after March 1, are obligated to pay moorage for the slip through December 31 of that same year.

Port of Friday Harbor

Policies and Procedures

Permanent Moorage Assignment

Living Aboard

The Port of Friday Harbor extends to a limited number of boaters the privilege of living aboard their cruising vessels in the marina for the purpose of providing additional safety and security for people and property at the marina. Liveaboards also provide a human presence in the marina at all times which makes the marina more like a neighborhood. Reporting hazards, suspicious incidents and dangers to Port staff is part of the responsibility of being a liveboard in the Port of Friday Harbor.

The following liveboard statements set out the conditions for living aboard cruising vessels in the marina. It is the duty of the Port through the office of the harbormaster to administer this Port policy evenhandedly so it is fair to all marina customers.

Definition—A “liveboard” is any marina customer who maintains a boat or vessel as his/her primary residence, or who lives on his/her boat or vessel at the marina for 15 or more days in any one calendar month.

1. Policy

- A. The Port of Friday Harbor Marina was designed for the berthing of commercial and pleasure boats and not as a residential facility. The Port therefore allows liveaboards as an exception to the primary objective for the marina. Authorization to live aboard at the marina is a privilege and not a right. To qualify for permission to live aboard, a marina customer must:
 1. Have boat suitable for living on board in the sole opinion of the Harbormaster.
 2. Accept the responsibilities identified by the Port for living on board in the Port marina.
 3. Accept the hardships and limitations that are part of the liveboard lifestyle and the limits to marina customers.
 4. Be able and willing to live aboard without physical or financial assistance from the Port District or its staff.
 5. There is no extra storage for liveaboards on floats or walkways. All storage must be aboard the boat or in a Port approved dock box.
- B. The Port limits the number of liveaboards within the marina to a small number, which can be reasonably sustained by the facility without unduly interfering with the primary objective of the marina. The limit is ten percent of total slips available for permanent moorage. The Port increases this limit by ten slips seasonally for winter moorage between September 15th and May 1st. In the event that the limit of liveboard slips in the marina is reached, the Port will keep a waiting list with priority assigned by date of request.

- C. Due to weather conditions and other acts of nature, the Port can not guarantee electricity or water to liveaboard slips at all times. Docks may be slippery or frozen many times during the year and have many different surfaces, such as different wood and concrete. Winds and waves may add motion to floats at any time without warning, making walking difficult. From time to time, due to snow, ice and wind, access to or from the marina may not be possible. Barriers in the marina must be taken into consideration before marina customers decide whether deciding to live aboard. These include the fact that, ramps are the only access in and out of the marina and may change in incline by more than 40 degrees in less than 24 hours, because of tides, with the result that the ramps can be extremely steep at times.
- D. Due to the inherent dangers, safety hazards and lack of recreational facilities for children, families with young children are not encouraged to liveaboard.
- E. The Port District does not offer the following services to liveaboards: Wheelchair service to or from vessels (the Port does make a wheelchair available to the public for use at the marina), garbage pickup or removal from vessels or finger floats, loading or unloading of goods to or from a vessel (carts are available free of charge for use in the marina) or physically assisting customers onto or off of a vessel or through the marina.
- F. Liveaboards are required to have a current liveaboard agreement on file in the Port office at all times. This agreement shall be kept current and renewed annually in January. Failure to register as a liveaboard may result in termination of the moorage license.
- G. It is illegal to discharge sewage, whether treated or untreated, regardless of type of MSD, within the marina. Liveaboards must include a plan showing their method of handling their sewage from their boats or vessels in their liveaboard agreements. Upon signing a liveaboard agreement customer agrees to a Courtesy Safety Check by an auxiliary coast guard member within 90 days of signing the agreement and agrees to give a copy of safety check to Harbormaster to attach to liveaboard agreement.
- H. Upon completion of the Courtesy Check, liveaboards will need to sign-off on a check-list that will be provided at all of the pump-out locations when they pump-out at whatever location they choose to use.
1. A sign-off sheet will be available at both port o' potty dump stations, both portable unit stations, and the base station.
 2. Customer's vessels that are pumped by the Port provided pump-out boat will not require a sign-off sheet.
 3. The sign-off sheet will have a box for name, slip number and date. Staff will collect sheets monthly for pump-out cooperation compliance.
 4. The Port will remind a customer three times that they need to pump-out. The first will come orally after consecutive pump-out sign-off sheets show that vessels have not been pumping out. The second will come by letter, if no compliance after oral requests. The third will be notice to vacate the slip and leave the marina. _____(initial)
- I. Liveaboard vessels 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.

- J. Liveaboards shall not engage in behavior which creates a nuisance or disturbs the peace and tranquility of the marina or any of its other liveaboards or other tenants. Liveaboards are responsible for the behavior of their guests in the marina. Three or more complaints to the Port about a liveaboards violation of this policy will result in the termination of that marina customer's agreement.
- K. As a condition of living aboard in the Port of Friday Harbor Marina, liveaboards must report promptly to the harbormaster any safety or procedural violations of Port policy or other problems that they observe to be present in the marina.
- L. Pets are only allowed in the marina with approval from the harbormaster. All animals of every liveboard will be signed in and have their photo taken and kept on file in the Port office.
- M. Liveboard status shall be granted only to the licensee, members of licensee's immediate family, or a single crewmember for vessels over 45' in length, if first approved by the Port.
- N. Liveaboards must establish and provide to the Port a permanent address other than the Port Office at which to receive their mail.
- O. No personal property of a liveboard shall be stored on docks or piers except within Port-approved dock boxes.
- P. One vehicle is allowed per liveboard boat, regardless of the number of people living aboard. An additional fee is charged for a second vehicle's permit. Only one vehicle is allowed in the marina parking lot at a time due to limited space.

2. Procedures

- A. Marina customers wishing to live aboard their vessels must first contact the Port office for permission to do so.
- B. Vessels must be in compliance with the provisions of the marina entry checklist and must pass the marina entry requirements as administered by Port staff annually.
- C. A liveboard agreement must be completed and signed by the customer and the Harbormaster and be on file in the Port office at all times during the liveboard period. This agreement must be renewed annually in January every year.
- D. The liveboard must give 15 days advance notice to the Port of intention to terminate liveboard status. Liveboard fees will be levied for 15 days after the required notice is received.
- E. Failure to comply with marina policies and rules shall be grounds for immediate termination of the liveboard agreement by the Port.

The Port reserves the right to deny, suspend, or cancel liveboard privileges at will, if in the opinion of the Port Commissioners, liveaboards interfere with the primary objective of the marina, individually or collectively.

Permanent Moorage Assignment Non-Liveboard

A. Procedures

1. A moorage agreement must be signed by both the moorage holder and Port staff. All vessels must pass the Marina Entry Checklist. (See Above)
2. A one month's moorage deposit plus the first month's moorage must be paid upon signing the moorage agreement.
3. If the above conditions are not met the moorage agreement will be terminated.
4. Moorage customers assigned off the waitlist after March 1, are obligated to pay for the slip through December 31 of that same year.
5. Moorage may be cancelled with two weeks written notice.
6. 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.

B. 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 Managements discretion.
3. Vessel overhang in slips is allowed only if it does not obstruct the walkway or narrow the channel. No more than four feet of overhang is allowed.

C. Responsibilities of Customer and Proof of Ownership

1. 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.
2. If moorage conditions are not met, the moorage agreement may be terminated.

D. Sublet Assignments

1. Permanent moorage customers may sublet slips with prior permission of Marina Management. Customers may not sublet slips without the Port's consent.
2. 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.
3. 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.
4. Permanent moorage customers may find 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 fill sublet slip if there is a request. The Port does not in any way guarantee that they will sublet slip.

5. Sublet customers will pay the same fees that permanent customers pay. 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.
6. Slip Credit Program
 - a. 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.
 - b. Credit is posted to customers account on a daily pro-rata amount of customer's base monthly rent, plus leasehold tax credit. Electrical credit in the amount of ½ of electrical fee.
 - c. If Port staff cannot fill the slip, no credit shall be issued to the customer's account.
 - d. Permanent customers must give twenty-four (24) hours notice if they wish to return to the slip earlier than previously scheduled.

E. Moorage Reassignment/Transfer Requests

Moorage Customers may request to transfer to a different slip in the marina at any time. The Port shall, at it's option prioritize transfers by date of request, and vessel size.

F. Transfer of Moorage

In keeping with policy established by the Port, 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.

G. Fishing Vessel Moorage

1. During commercial fishing/dive seasons moorage will be designated and priority given to commercial fishers/divers. A commercial moorage rate will be extended to boats actively engaged in fishing/diving activities and have current fish tickets or state permits.
2. 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.
3. Some loading zone space is available for the loading/unloading of nets. Some net storage is provided and charged per the Port's Fees & Charges. Contact the Port office for locations.

H. Moorage Termination

1. 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.
2. 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.

I. Billing Procedures/Payment Due to Port

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

1. Moorage rates are based on whatever is longer the vessel or the slip. All lateral sideties not in slips will be charged by the length of the vessel.
2. For moorage rates, refer to the Port's Schedule of Fees & Charges.
3. All moorage agreements are month-to-month agreements.
4. Electricity used in the slip will be part of the monthly statement. (See fee schedule)

J. Parking

Due to the limited number of parking spaces in the Port lot, parking is by permit only. Parking in lower lot street is for 2 hour 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.

1. 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. Two permits may be issued to one customer but only one vehicle may be parked in the marina lot at a time.
- 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 vehicle's 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.

2. Violations

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

K. Utilities

1. Electricity: Power is available in slips 24' and greater. Power is 30amp, 125v and requires a marine grade cord, with a three prong plug is required. A limited number of slips have outlets for 50amp, 125v and 50amp 240 volt. The marina provides properly grounded, alternating current to each slip.
 - a. All shore power cords must be marine designated cords. All receptacles are twist-lock. To obtain power from shore-to-boat, push plug into receptacle and twist to right tightly.
 - b. From time to time power may need to be shut off for maintenance. Staff will make all efforts too notify the customer in advance.
 - c. Customers with cords that do not meet the above standards or that have been modified in any way will be notified by phone, then by mail to replace their cord. If no contact is made by the customer the cord will be unplugged by Port staff.
 - d. Vessels shall have no electrical connection on its AC shore power system between the neutral and ground wire. Vessels determined to have more than one (1) amp on the ground wire of its AC system will be disconnected until the vessel wiring problem can be resolved.
2. Water: Spigots are located approximately every 50 feet on each float. Direct water hook-ups are not allowed due to a build up of pressure to over 100 pounds and the danger of contaminating the public water system. During freezing temperatures water pipes may be drained hence water is not guaranteed. Should the marina water pipes be drained a special water flag will be run up the normal flag pole.
3. Sewage: See BMP's: Sewage
4. Telephone, Cable, Satellite: To obtain these services customers must directly contact the appropriate companies. Satellites may be mounted on vessels, dock boxes and with the Harbormasters permission on filets.
5. Wireless Internet: This service is offered by Broadband Xpress 1-800-729-4603

L. Harbor Services

1. Crane: The Port offers a two-ton crane which may be rented per Fees & Charges.
 - a. For use, contact the Port office.
 - b. A hold harmless agreement must be filled out.
 - c. Rental may only happen during regular business hours.
2. Forklift: The forklift with operator may be rented per Port Fees & Charges
3. Port-owned Skiff:
 - a. The Marina maintains a work skiff for maintenance in the Marina facility or emergency situations.
4. Bilge Pumps: The Marina maintains bilge pumps for emergency uses only. For use contact the Port office.
5. Oil Boom: The Marina maintains 75' of oil boom on a hand cart and 1,500' of oil boom in a Department of Ecology provided trailer for emergency situations only. If needed contact the Port office immediately.

M. 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.

N. Miscellaneous

1. Showers, restrooms, pump-out and port o' potty dump station are all available and open 24 hours a day. Showers are operated by quarters.
2. The Seaplane float is located on the east face of breakwater "C".
3. U.S. Customs & Border Protection is located on the ground level, water side of the Yacht Club building at the north end of Front St.
4. Fairweather Park is adjacent to the marina office and is for the enjoyment of all. Any commercial use of the park is prohibited. No amplified music by individuals is allowed except during the Port sponsored summer music program.
5. A load/unload zone is provided immediately behind the Port office for the moving of goods, gear or gadgets.
6. Carts are provided in front of the Port office for guest use. Carts need to be returned to their original location on the deck below the Port office when finished.
7. Pay phones are located at the bottom of the stairs of the Port office, at the Spring Street landing pier building and at the U.S. Customs & Border Protection check-in station located on breakwater "B".
8. A postal drop box is located at the top of the main pier on the street, left of the Port office.
9. A dog walk area is available across the street from the Port offices. Mutt mitts are provided throughout the marina to clean up after pets.
10. Dock boxes although not provided by the Port must first be approved by the Port and then installed by the Port. Please inquire with the Harbormaster.

Guest Moorage

1. 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 Marinas 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. There is no minimum or maximum stays for overnight guest moorage.
- g. Vessels not registered within 72 hours will be impounded.
- h. There is mandatory rafting up to three vessels deep along the inside of Breakwater A and on walkways that allow it or at the Harbormasters discretion.

2. 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 44' will be assigned a specific slip on G or H docks. Vessels over 44' will be assigned lineal footage on breakwaters C or D.
- d. Reservations may be cancelled up to 24 hours in advance.
- e. Credit card numbers are taken at the time the reservation is made to hold the reservation, however they are not charged at that time.
- f. 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.
- g. Reservation areas are marked with signs allowing guests with reservations to come and go from the reservation area.
- h. A reservation slip is good only for the time it is reserved. Additional moorage nights should be requested on VHF 66us.
- i. 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.
- j. Check-in and check-out times are 1:00pm.

3. 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 provides a small “party barge” for use by the group. It is best used as a staging area. The barge may be placed anywhere within the group of boats upon request, otherwise it is tied at the head of the guest dock.
- e. Due to heavy traffic flow, the Port does not block out slips for groups during the months of July and August. 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 20 or more boats will receive a 10¢/foot discount on moorage. The rate in July and August is the same as overnight moorage.
- h. Individuals should pay their moorage and sign in their own vessels with the Port office upon arrival.

Customer Suggestions & Grievances

1. 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.