

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA SLIP PROCEDURE

1005PR

Renewed annually on October 1

1. Dock Master assigns slip number.
2. District Office shall complete Marina Vessel Slip Contract and Marina Rules and Regulations.
 - a. Make a copy of registration and liability insurance for the file
 - b. Make copy of contract for Lessee and Dock Master
 - c. If trailer rental, include agreement
 - d. Record information on the Data Base
3. Give gate key to renter of slip
 - a. Boat slip Lessee is entitled to one key, extra keys are \$40 each
 - b. Trailer space lessee pays \$40.00 for a gate key 40 if not a slip renter.
4. Give BG sticker to lessee to be placed on vessel and or trailer
5. Fill out Marina Deposit Slip (under counter) Itemize payment on receipt
 - a. Pink copy goes to renter.
 - b. Yellow copy goes with check
6. Place deposit in District Bank Bag in safe.
(Will be deposited with other weekly deposits – see Deposit Procedure).

**Note: Rates are different for residents and non-residents; be sure to check rate sheet.
(Non-residents can not rent trailer space)**

Date Approved _____

Date Revised _____

Date Effective _____