



PORT *of* KENNEWICK

MARINA HANDBOOK

2023



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DEFINITIONS

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

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

Boat Launch: The public Boat Launch is located at Columbia River Mile 329. It is at the west end of Clover Island between the Clover Island Yacht Club boat houses and Clover Island Drive (near the Clover Island Lighthouse).

Marina: Includes docks, water, land, air space and all buildings within the boundaries of Clover Island Marina.

Marina Management: Marina Management of Clover Island Marina and representatives as designated by the Port of Kennewick.

Marina User or Users: Vessel owners/operators, guests, and the public, within the Marina.

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

Moorage Tenant: A Moorage Agreement customer.

Port: The Port of Kennewick

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

Seaworthy/Seaworthiness: A Vessel able to start the engine and motor out of the Marina, move about the harbor and return to its Slip as directed by Port staff, along with the ability to bilge water efficiently.

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

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

Slip: Use of only Vessel listed on Moorage Agreement. No personal watercraft.

Sublessee: Moorage Tenant may not assign or sublet the right to use the moorage space.

Vessel: Any Boat, ship or other craft used or capable of being used to navigate or transport persons or cargo on the water. The term Vessel and Boat shall be interchangeable.

PURPOSE/AUTHORITY TO ADMINISTER RULES/NOTIFICATION

PURPOSE

The purpose of this Handbook is to promote safe and efficient operations of Clover Island Marina and provide better service for boaters and the public. All Users of Marina are subject to this Handbook.

AUTHORIZATION TO ADMINISTER RULES

- Marina Management may request any persons violating these rules to leave the Marina.
- Moorage Tenants or Marina Users who violate Marina rules may be subject to cancellation of Moorage Agreements.
- Marina Management may interpret the reasonable intent of these rules to carry out the purposes as intended and may exercise commercially reasonable discretion to make exceptions on a case-by-case basis.
- All Port, Municipal, County, State and Federal regulations, laws, and generally accepted safety and Clean Water standards apply to Marina Tenants and Users.

NOTIFICATION/CURRENT ADDRESS

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

To encourage paperless transactions, the Port advises new tenants at Moorage Agreement signing where to access the current Marina Handbook on the Port website.

Moorage Tenants must provide to the Port:

- The name, address, and telephone number of the legal owner of the Vessel; and if the Vessel owner lives more than 75 miles from the Port Marina facility, a local contact person's name, address and telephone number, if different from the legal owner's, must be provided.
- The Vessel's home port.
- The date on which the moorage began.

DISPUTE/RESOLUTION

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

QUIET ENJOYMENT

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

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

CONDUCT

Conduct and language used by the public and tenants visiting Clover Island Marina shall be in a family-friendly manner appropriate to public places. Premises shall be used in a safe and reasonable matter with caution exercised while performing any activity.

NO DRINKING IN PUBLIC

Every person who drinks any intoxicating liquor in any public conveyance, except in a compartment or place where sold or served under the authority of a license lawfully issued, is guilty of a misdemeanor. RCW 66.44.250

SECURITY

Port may engage contracted security patrols of the Marina at its sole discretion. Security patrols do not take the place of personal security measures. All tenants are responsible for the safety and security of their Vessel, Equipment, and personal property. Lock it up!

UNAUTHORIZED PERSONS

Persons are not allowed beyond the dock gates or Clover Island Marina work areas without authorization from a Marina Tenant or Port of Kennewick.

HOLD HARMLESS

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

VESSEL INSPECTIONS/SEAWORTHINESS

All Vessels shall be maintained in a safe and Seaworthy condition at all times. Tenants shall safely and securely moor all Vessels with lines adequate for weather conditions when such Vessels are not in actual operation. Vessels must be in a clean and orderly condition.

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

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

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

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

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

VESSEL MAINTENANCE

By Port policy Burning, Spray-painting, Sandblasting or Welding activities are **NOT** allowed while inside the Marina.

For the safety and security of all our Moorage Tenants, owners shall notify the Port in advance of any outside commercial labor or repair to be performed on their Vessel.

Also, while inside the Marina:

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

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

<https://apps.ecology.wa.gov/publications/SummaryPages/9811.html>

VESSEL MOVING

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

VESSEL REGISTRATION/OWNERSHIP/NO CAMPING/CHILDREN

VESSEL REGISTRATION/OWNERSHIP

Moorage Tenants are required to provide:

- Current State Registration or Coast Guard documentation as proof of Vessel ownership
- Proof of registration OR a written statement of the Moorage Tenant's intent to register a Vessel, or documentation certifying that the Vessel is exempt from state Vessel registration requirements as provided by RCW 88.02.570.
- Vessel hull identification number
- The Vessel's country or state of registration and registration number; and
- Proof of Vessel registration, a written statement of the lessee's intent to register Vessel, or an affidavit in a form and manner approved by the department certifying that the Vessel is exempt from state Vessel registration requirements as provided by RCW 88.02.570

Failure to comply may be cause for refusal, or termination, of moorage. Any Moorage Tenant attempting to retain the assigned Slip without a Vessel registered in the Moorage Tenant's name, will automatically lose continued right to occupy the leased Slip.

NO CAMPING

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

CHILDREN IN THE MARINA

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

Free loaner life jackets are available on Clover Island. The kiosk is near the Port offices along the walkway to the Vessel slips. Please return borrowed life jackets by the end of each day. Availability of a loaner life jacket does not negate the requirement for a personal flotation device.

COOKING/FIRES/DINGHIES & PERSONAL PROPERTY/NO SWIMMING

COOKING IN THE MARINA/FIRES

“Open-flame” cooking on the docks, whether in the secured dock area of the Marina, or public dock space is prohibited.

“Open-flame” cooking on the open deck of a Vessel in any Slip inside the Marina with a barbeque (propane or coals), a Coleman-style stove, or other non-permanent cooking facilities is prohibited.

Freestanding grills are not allowed to be used on the docks. A BBQ pit is provided for public use in the plaza area near the Marina entrance.

The Port also prohibits open flames or fires on the docks, including cutting torches, welders, or any burning that would constitute a fire hazard.

DINGHIES & PERSONAL PROPERTY

Moorage Tenants may store personal watercraft (dinghies, jet skis, etc.) on their Vessel. Wave runners and jet skis are NOT permitted to be stored in the Slip. Furniture, supplies, coolers, dinghies, kayaks, paddleboards and all other recreational Equipment and personal items must be kept on the owner’s Vessel and cannot interfere with the dock or pier walkway.

NO SWIMMING

- For safety reasons swimming is prohibited within the Marina including in/on/ around moorage Slips, docks, piers, harbor, or launch. Hazards include risk of potential electric shock drowning.

DOCK BOX

- Moorage Tenants are required to keep their Vessel, dock box, and the pier walkway in the vicinity of their Vessel Shipshape.
- Storage of batteries, oily rags, open paints, or other flammable or explosive materials in dock boxes, or in or on other Marina facilities, is prohibited.
- Storage of items in the overhead portion of the dock structure is prohibited.
- Blocking any aisle-way is prohibited.
- Items placed in violation of this Handbook will be removed and discarded by Port staff as necessary.

ELECTRICAL POWER

Billing: Meters are read and billed every quarter and upon termination of the Moorage Agreement.

Electricity to the Marina is provided by Benton PUD. The Port does not guarantee the continuity of electrical service to any Vessel. Owner agrees to pay for all electricity and other utilities or services, at the current established rates provided by Benton PUD. Electrical services are metered and will be billed out quarterly.

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

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

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

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

Note: Vessels moved at Port discretion will be furnished equivalent power hookups.

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

HAZARD/Stray Current within the Marina (Electrolysis):

Electrolysis is usually caused by direct current produced by a Vessel. The Port provides properly grounded, alternating current to each Slip. Excessive electrolysis damage, receptacles showing excessive wear, or faulty wiring shall be reported to Marina Management. Shore power cords shall be kept out of the water.

FIRE FIGHTING/FISHING/FUELING OF VESSELS/FUEL SPILLS

FIRE-FIGHTING EQUIPMENT

Fire-fighting equipment located in the Marina area is to be used only for fighting fires or for training by the Port/Kennewick Fire Department.

FISHING

- Rod and reel fishing from any Vessel or dock inside the Marina is allowed by tenants with a valid Washington State fishing license. Bowfishing is NOT allowed.

FUELING OF VESSELS

Public fuel dock and pump out station are located on the east side of Clover Island Marina. 24-hour diesel and gasoline available (major credit cards accepted). For pricing and questions contact Connell oil at (509) 547-3326.

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

FUEL SPILLS

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

- Call the Department of Ecology at 800-424-8802 and provide information as to the location and amount of spill, and a contact name and number.
- After calling the Department of Ecology, immediately contact the Port Office or the after hours' number (509-586-1186).
- Utilize the spill containment equipment located at the fuel dock.

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

<https://apps.ecology.wa.gov/publications/SummaryPages/9811.html>

GARBAGE & RECYCLING

- Cardboard Recycling: a commercial sized dumpster within the gated bin corral located along the walkway to the Vessel slips is made available for Cardboard Recycling.
- Garbage Disposal: a commercial sized dumpster within the gated bin corral located along the walkway to the Vessel slips is available to dispose of personal garbage generated by recreational Vessel use only.
- Disposal of household garbage, personal refuse, or construction materials in either of the commercial bins is strictly prohibited.
- The deposit or discharge of personal waste, effluent, garbage, trash, oil, fuel, debris and or any other materials into the water or on land areas of the Marina is strictly prohibited.

GATE KEY FOBS/ACCESS

Tenants must use electronic access Key Fobs at all times. Do not prop open gates. Gate Access Key Fobs will be issued to Moorage Tenants only. Moorage Tenants may be issued a maximum of two (2) Gate Access Key Fobs upon signing a Moorage Agreement. The issued Gate Access Key Fob(s) is the responsibility of the Moorage Tenant, and each use is registered by the electronic Access Key Fob reader at the Marina Access Gates. A **\$25 fee** shall be assessed for lost Gate Access Key Fobs or ones not returned upon Moorage Agreement termination.

Guests, service personnel, or employees of business firms performing work on Vessels moored at the Marina are required to obtain Key Fobs from the Vessel owner.

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

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

GUEST MOORAGE FEES

Guests may use the Port's Clover Island Day Use Dock at no cost for day use only. Limited to 4 hours and reservations are not required.

Moorage on the designated Guest Moorage Dock requires reservations which are assigned on a first-come, first-served basis.

Overnight Vessel moorage is available for \$15 per night, for a maximum of 14 nights.

No Vessel maintenance may be performed using Guest Moorage or Day Use Docks.

For overnight moorage, please complete and submit the Overnight Moorage Agreement form. Reservations are required. Contact the Port's Marina Manager at 509-586-1186 or via email at Pok@portofkennewick.org to request reservations. Fees must be paid, and registration completed prior to using Guest Moorage.

Payments should be made at the Port Office or via the Port's 24-hour payment drop box. That payment box is a part of the Port's office building at 350 Clover Island Drive and is located on the southwest (Marina) side of the port's office building. Just west of the entrance to Ice Harbor Brewing at the Marina.

INSURANCE

Moorage Tenants are required to carry coverage at liability limits of at least one million dollars (\$1,000,000) per occurrence and provide proof of insurance listing the Port of Kennewick as additional insured to Marina Management upon entering into a Moorage Agreement.

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

PUBLIC BOAT LAUNCH

Two public boat ramps are located at the west end of Clover Island.

RESTROOM/SHOWERS ETC.

Public restrooms are located adjacent to the Family Plaza above the fuel dock. Shower facilities are available to Marina Tenants with an access code provided by the Port. The Port does not guarantee the continuity of restroom/shower facilities to any Marina Tenant as facilities may require unplanned maintenance or repair.

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

Discharge of grey water or blackwater into the Marina is prohibited.

NO LIVE-ABOARDS

Living aboard Vessels is prohibited pursuant KMC 18.68.130(3)(a)(vii). Moorage Tenants are discouraged from sleeping overnight Vessels in the Marina.

MANEUVERING/MOORAGE ASSIGNMENT/SLIP SIZE

MANEUVERING IN THE MARINA/ON PORT PROPERTY

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

The Vessel harbor speed limit is: NO WAKE SPEED.

Overnight boat trailer storage is not allowed on Clover Island without a temporary permit obtained from the Clover Island Marina office.

MOORAGE ASSIGNMENT/SLIP SIZE

Moorage space is for moorage of a Vessel and for no other purpose whatsoever. Slips will be assigned according to the Vessel's (LOA) including bow pulpit, anchor, and swim platform. Any Vessel deemed too big or too small for its Slip may be relocated to a Slip of appropriate size. Port Management will consider the defining factor to be the overall measurement of the Vessel, including accessories (i.e., dinghy, etc.).

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

Only one Vessel per Slip is allowed.

MOORAGE ASSIGNMENT/SLIP SIZE (CONT.)

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

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

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

MOORING-PROPER METHODS

Marina Users and Moorage Tenants are:

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

Moorage Tenants are not to provide their own bumpers along the docks, no tires or carpeting, fabric, or other moisture absorbing/retaining materials are to be used.

PARKING/VEHICLE TRAFFIC/PETS/SALE OF VESSEL

PARKING/VEHICLE TRAFFIC

A vehicle parked in violation of signs or regulations may be towed and impounded.

Parking areas are for the use of customers and persons involved with the use of Marina facilities. The Port does not offer reserved parking accommodations for individuals, groups, or private events.

Parking Permits: Extended-use parking permits, for a specified period, may be obtained at the Port office and will be issued at the Port's discretion.

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

PETS

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

SALE OF VESSEL

The assigned Slip is for the use of the Moorage Tenant. In the event the Moorage Tenant sells the Vessel described in the Moorage Lease Agreement, the lessor must either terminate their lease, or purchase another Vessel within **120 days** of the sale and provide proof of ownership to the Port Office. Moorage Tenant is responsible for providing information on any change of Vessel in the assigned Slip—whether permanent or temporary.

In the event a Moorage Tenant sells the Vessel in the assigned Slip, the Moorage Tenant must notify Marina Management of the sale and provide the bill of sale with a request to transfer the Slip into the new owner's name. **However, the person purchasing the Vessel from the Moorage Tenant will not automatically acquire any rights to the moorage Slip as all Moorage Agreements must be approved of by Port of Kennewick.**

Once it has been determined that the new Vessel owner will be allowed to retain the Slip, the Port Office will complete the required paperwork: including written termination by the current Moorage Tenant, and signing of a new Moorage Agreement by the new Moorage Tenant

SEWAGE DISPOSAL / SIGNAGE / SLIP UTILIZATION

SEWAGE DISPOSAL

A pump-out is available on the Fuel Dock and cameras on the dock monitor use of this equipment.

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

SIGNAGE

Kiosk

No signs shall be posted on the kiosk as it is for Port use only.

Solicitation

NO solicitation is allowed on Port property.

SLIP–UTILIZATION REQUIREMENTS

Moorage Tenants are required to have their Vessel in the assigned Slip for four (4) months in any 12-month period. Utilization is documented by Marina Management, via Slip and tenant records.

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

Grace Period: Moorage Tenants will have 30 days from the date of lease signing to produce an appropriately sized Vessel of record, provide proof of ownership as described in 'Vessel Registration' above, and have Vessel inspection by the Marina staff, unless otherwise arranged with Marina Management.

TERMINATION OF MOORAGE

Slip Termination: Termination of a Moorage Lease Agreement requires a thirty. (30) day written notice by either party. Tenants may give such notice 30 days prior to the end of their current lease term without penalty. If notice is given within a lease term, the tenant may be granted an early release if the Port can fill the Slip with another tenant. In such cases, the terminating tenant will be subject to pay current moorage until Slip is filled or Moorage Agreement has agreement has ended.

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

NON-POTABLE WATER

Non-potable water is available throughout the Marina area. Moorage Tenants and Marina Users must provide their own hoses. Water hose must be coiled on a pedestal when not in use.

During the winter months, the water system is shut off and drained.

NO VACATION RENTAL OR COMMERICAL USE

No commercial or business use of Moorage Tenant Vessels is allowed in the Marina, pursuant to this Handbook and Per Article 5 of the Tenant Moorage Agreement.

WIFI

Wifi: POKGUEST

Password: WelcometoPOK

Guest Wireless Terms of Use: You are about to access the Internet through a wireless (WiFi) Internet access node (the “Service”) operated by Port of Kennewick. The purpose of the Service is to provide free public wireless Internet access to visitors of the Port of Kennewick. You may use the Service only if you agree to the following terms of service each time you access the Service. Terms of Service (TOS) Access to WiFi the Service is a free public service by the Port of Kennewick.