

PALISADES INTERSTATE PARK COMMISSION
Boat Basin Administrative Policies

1. **All** slip assignments are made by the Superintendent's Office and are confirmed in writing at the time assignments are made.
2. Slip assignments are made based on the information provided on the application and renewal forms. Conflicts with assignments must be resolved through the Superintendent's office.
3. New slip assignments are made on a first-come first-served basis from the **Waiting List** maintained in the Park Administrative Office.
4. In order to be placed on the **Waiting List** a boat owner must submit a completed application form and the required deposit, which will be held as long as the owner remains on the list.
5. The **Waiting List** is maintained in the order of the date that the applications and deposits are received in the park office.
6. Before making an assignment to a vacant slip from the **Waiting List**, consideration is given to intra-basin transfer requests from current slip tenants. A date ordered **Transfer List** is maintained in the Park Administrative Office.
7. Transfer requests submitted on the renewal forms **are not** carried over to the next season. Boaters who desire to move to a specific location or slip should have their name added to the **Transfer List**. Boaters will remain on the **Transfer List** until their request is fulfilled or they ask to be removed.
8. Boat owners assigned a slip from the **Waiting List** must pay the outstanding balance due and provide proof of insurance and ownership, in the form of current registration, before occupying the slip.
9. Boat owners renewing their slip for the following season must pay the current fee in full. If full payment is not received by the due date of March 1st, the Commission will consider the slip vacant and make a new assignment from the **Transfer** or **Waiting Lists**.
10. Requests for slip deposit refunds may be made in writing at anytime. The deposit will be returned without interest. When a deposit is refunded the boat owner's name will be removed from the waiting list.
11. Assigned tenants may be given refunds upon receipt of a written request subject to the following conditions:
 - Full refunds will be granted when requested prior to April 15th.
 - Refunds during the season will be pro-rated on a month-to-month basis, providing the Commission is able to lease the slip for the balance of the season.
12. Tenants assigned a slip during the season must pay the full fee prior to August 1st or a prorated fee on or after August 1st.
13. Boat owners will be notified by mail when assignments are made from the waiting list in March. Boat owners who do not respond to the assignment notice within thirty (30) days will be removed from the **Waiting List**, unless they specifically submit a written request to defer the current year's assignment and to remain on the **Waiting List** for the following year.
14. Boat owners on the **Waiting List** will be contacted by telephone when there are in-season vacant slips. If the owner declines the opportunity to fill the vacancy, they may verbally request to remain on the **Waiting List** for the following season.
15. It is the responsibility of the boat owners to make sure their boat and contact information are current and up to date.
16. The **Waiting List**, **Transfer List** and Commission **Boat Basin Administrative Policies** are public information and will be made available for members of the public upon request.