

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** that is 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.
5. The **Waiting List** is maintained in the order of the date that the applications 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 full fee 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 full fee. If full payment is not received by the due date of March 1st, the Commission will consider the slip vacant and reassign that slip to the next applicants on the **Transfer** and **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 on the **Waiting List** will be notified by telephone when assignments are to be made from the waiting list. Boat owners who do not respond to the assignment notice within seven (7) calendar days will be removed from the **Waiting List**, unless they specifically request to defer the current year's assignment and remain on the **Waiting List** until the following year.
14. It is the responsibility of the boat owners to make sure their boat and contact information are current and up to date. Failure to update personal information may result in loss of slip when renewals are made.
15. The **Waiting List**, **Transfer List** and Commission **Boat Basin Administrative Policies** are public information and will be made available to members of the public upon request.