



Moorage Waiting List Application Form

Moorage at the Port of Brookings Harbor is available on a first-come, first-served basis. As the demand for moorage is greater than availability, it is normally necessary to go on a waiting list to receive a permanent slip. Moorage at the Port of Brookings Harbor shall be open to all on equal terms.

Applicant's Name: _____ Phone # _____

Mailing Address: _____

Alternate Contact Name: _____ Phone # _____

Mailing Address: _____

Overall Vessel Length (OAL): _____ Width: _____ Draft: _____

Wait list slip size requested: _____ Will accept larger slip? Y / N Electric? Y / N / EITHER

Commercial / Recreational (*Circle one*) M/V S/V F/V (*Circle one*)

Make & Model of Vessel: _____ Vessel Name: _____

Waiting List Procedures

1. A non-refundable application fee in the amount of \$75.00 will be required for initial placement on the waiting list. This fee includes administration fees, a background check and waitlist fee. All applicants will be charged an annual renewal fee of \$25 to remain on the waiting list. **Please note: All rates are subject to change upon commission decision.*
2. Applicant is responsible for keeping the Port advised of current addresses and telephone numbers and informing the Port of any changes in any information on the waiting list application. It is also the applicant's responsibility to provide an alternate contact for use by the Port Office in the event that moorage becomes available and the applicant cannot be reached at the above address.
3. When your name reaches the top of the list, and if you are offered a slip by the Port, you are given (15) fifteen days in which to respond, if there is no response the Port will go to the next person on the list, and you will be dropped to the bottom of the list and a new wait list date is established. An applicant may only drop to the bottom once. If a slip is refused a second time, the applicant will be removed from the waiting list and their application fee is forfeited.

4. Dimensional consideration: Slips are assigned with regard to vessel's overall length and beam. The OAL of the vessel shall be measured from the furthest forward point of the bow to the furthest point aft of the stern, including all gear and appurtenances. No vessel shall exceed the maximum length or allowable width of any slip. If there is a difference of 10 feet or more between the length of the vessel and the length of the slip, moorage will be approved at the discretion of the Port Manager.
5. It is the Port of Brookings Harbor's policy to process the waiting list by date of application, the earliest date receiving first consideration. Slips are assigned in that order with consideration given to dimensions and operating characteristics of the vessel.
6. A "Slip Transfer" list shall be maintained to accommodate those existing tenants that are seeking reassignment of slip space.
 - a. The "Slip Transfer" list shall have priority in slip assignments, based on seniority date and request to move date. To receive a slip transfer from the "Slip Transfer" list, tenant's existing account(s) with the Port must be paid up to current status.
 - b. The "Slip Transfer" list fee is a one-time fee per listing.
7. The waiting list applicants must fill out the waiting list form and indicate the OAL of vessel including bowsprits, dinghies and other appurtenances. Applicants designate preferred slip size whether they have a boat or not.
8. Assignments of slips shall be from the waiting list and "Slip Transfer" lists, by taking the top name from the waiting list and alternating thereafter with the top name on the "Slip Transfer" list. If a person either of the lists declines the offered space, the space is offered to the next person on the same list until accepted by someone on that list. If the list is exhausted without an acceptance, the Port staff may offer space to the top name on the other list.
9. Walk-ins shall only be offered a slip when there are no eligible persons on neither the waiting list nor the slip transfer list.

I have read, understand, and agree to comply with the terms above.

I understand that the \$75 application fee is non-refundable, and when a slip is offered the fee will not be applied to slip lease rate. I understand that there is an annual \$25 renewal fee if I wish to remain on the list. I also agree to notify the Port if I no longer wish to remain on the waiting list, and I understand that I will receive no refund.

I also understand that if a slip is offered, I have the option of passing one time. If I choose to pass on a slip that becomes available, I understand that my name will drop to the bottom of the list, and a new date will be established. If I decline a second time, my name will be removed from the list entirely and a new Waiting List Application Form will be required, along with appropriate fees, for my name to be added to the list again.

Applicant Signature

Date