

Overnight Parking for Marine Access
OPMA *On-site* Procedures
Possession Beach Waterfront Park

It is intended that Permits are to be sold from the Port's office in Freeland during normal business hours. Some permits will be available at Possession for sale by the Resident Managers, subject to availability. These Procedures are provided to ensure proper coordination as well as safe and secure operations. Customers may always review Resolution No. 10-09 and these Procedures.

BASIC RULES (along with Resolution No. 10-09):

1. No overnight access to vehicles, and no camping in vehicles or anywhere on-site.
2. Park properly as directed, with OPMA Permit hangtag clearly visible through windshield.
2. No refunds for early departure, unless directed by Port.
3. Customers must contact the Port if removal of a vehicle cannot be made on the scheduled Leave Date. Also, the Emergency Contact number will be called if a vehicle is left more than two (2) days beyond the scheduled Leave Date. If no information is provided to assure the Port that an overdue vehicle will be retrieved promptly, any vehicle remaining on-site more than two (2) days after the scheduled Leave Date will be towed at the owner's expense.
4. Vehicles remaining beyond their Leave Date are subject to a Late-Return Fee of \$20.00 per night, to be paid to the Port within five (5) business days of actual departure.

ON-SITE PROCEDURE FOR PERMIT SALES (Alternate, if Managers and space available):

1. Make sure the rules are understood: *No camping, No overnight access, No refunds, \$20.00 per night for late returns, Vehicles towed if more than 2 days late with no contact.*
2. Customer provides Start and Leave Dates along with Name, Vehicle Make and License Tag information, and Emergency Contact information.
3. Manager collects fee (No. of Nights x \$10.00, which includes sales tax), writes **Number of Nights** on Office Copy portion, and puts fee in Office Envelope
4. Customer signs Liability Release on Office Copy and acknowledges that:
 - They understand the Rules including late-return fees and towing
 - Vehicle will not be available during OPMA for camping or overnight access, and
 - The Port is NOT your emergency contact or safety contact or float plan monitor; the contact information will just be used if the vehicle is not retrieved on time, and the Port is NOT RESPONSIBLE for monitoring or reporting on float/safety plans for your marine activities. Your safety is your responsibility!
5. Manager removes Office Copy and provides hangtag to customer with everything filled out – that's their receipt AND Permit.
6. Manager adds information from new Permit(s) onto the On-Site List
7. Manager includes Office Copy in Office Envelope and submits it all to the Port office within 24 hours.
8. Manager tracks permitted vehicles in Overnight Parking; contacts late returnees, posts late-fee-envelopes, coordinates for towing, and notifies office for all such late actions as needed.

NOTE: *Managers need to notify the Port office ASAP if they're full or if there are conflicts with season openers or other limitations.*