

UTAH STATE PARKS AND RECREATION  
**BEAR LAKE STATE PARK**

**Boat Slip Rules, Policies, and Procedures**

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UTAH STATE PARKS AND RECREATION  
**BEAR LAKE STATE PARK**

**BOAT SLIP WAITING LIST RULES, POLICIES, AND PROCEDURES**  
Effective 1/1/2011

**BOAT SLIP WAITING LIST APPLICATIONS**

- A. A boat slip waiting list applicant must be at least 18 years of age.
- B. The actual ownership of a boat is not required to submit an application to be placed on the boat slip waiting list. However, any boat intended to be moored in a slip must meet the length and width requirements of that particular slip pool.
  - 1. The actual length of a boat may not be the length listed on the boat's certificate of registration.
  - 2. The measurement of the overall length of a boat must include all extensions from the bow, i.e. bow pulpits, to the stern, e.g. swim platforms, trolling motors, etc.
- C. New applications for a person to be placed on the boat slip waiting list will be accepted from May 1 through the designated mid-February deadline (generally February 15).
- D. The boat slip waiting list is valid from May 1 through April 30 of the following year.
- E. The application fee to be placed on the boat slip waiting list is \$50.00 (or the amount identified in the Division's current Fee Schedule) per year per slip pool.
  - 1. An applicant may apply to be placed on each separate boat slip waiting list – A, B, BU, and CU.
  - 2. All boat slip waiting list application fees are non-refundable, non-transferable, and non-applicable towards the payment of boat slip lease fees.
- F. Boat slip waiting list applicants will be placed on the respective boat slip waiting list in a numerical descending order according to the date his/her original application was received and based upon continued renewal of his/her boat slip waiting list application.
- G. A person who is currently on the boat slip waiting list must renew his/her application on or before April 30 (generally between February 16 and April 30) to retain his/her respective rank order on the boat slip waiting list for the coming year.
- H. A person on the boat slip waiting list shall not assign, transfer, sell, or give his/her ranking/spot on the waiting list to another person.
- I. Boat slip waiting list applications will be accepted, accompanied with the appropriate fee(s), at the Bear Lake State Park Marina office - 1030 North Bear Lake Boulevard (U.S. Highway 89), by fax - 435-946-8847, or, by mail - P.O. Box 184, Garden City, Utah 84028.
- J. A person who has submitted a boat slip waiting list application may also submit a Silent/Closed Bid Application.
  - 1. For a person who has submitted a Silent/Closed Bid in addition to having been on the boat slip waiting list, and was successful in being offered to lease a slip through both processes, the preference will be given to his/her boat slip waiting list application.

### **NUMBER OF BOAT SLIPS ASSIGNED VIA WAITING LIST AND SILENT/CLOSED BIDS**

- A. The number of boat slips that are available to be assigned each year is based upon the number of boat slip leases from the previous summer that are not renewed on or before the designated mid-February deadline (generally February 15).
  - 1. Bear Lake State Park Staff will process the boat slip leases that are renewed and determine the number of boat slips that become open and available to be assigned.
  - 2. Up to 50 percent of the available slips will be assigned from the Silent/Closed Bid applications. The remaining available slips will be assigned from the Boat Slip Waiting List.
    - a. If an odd number of slips become open and available per slip pool, the first slip will be assigned from the waiting list.
    - b. If an insufficient number of silent/closed bids are submitted to fill the number of allotted slips to be assigned from the Silent/Closed Bid process, the remaining slips will be assigned from the Boat Slip Waiting List.

### **ASSIGNMENT OF A BOAT SLIP FROM THE BOAT SLIP WAITING LIST**

- A. The name(s) on the boat slip waiting list application will be the name(s) of the lessee(s) carried forward to the boat slip lease. The name(s) on the boat slip lease must also be listed on the Certificate of Registration for the boat.
- B. When a vacancy occurs for a boat slip allotted to be filled from the boat slip waiting list, Bear Lake State Park staff will attempt to contact the applicant at the top of the respective boat slip waiting list by phone.
  - 1. Each phone number listed on boat slip waiting list application will be called once. When contact is made, the applicant will have three (3) business days from the time of contact to accept or decline the offer to lease a slip.
  - 2. Contact is considered to have been made with a message left on an answering device.
  - 3. If an applicant does not accept the offer to lease a boat slip, he/she will have the opportunity to remain, in position, on the respective boat slip waiting list by renewing his/her boat slip waiting list application before the April 30 deadline.
  - 4. If contact is not made with the applicant within three (3) business days, the next person in rank order on the boat slip waiting list will be contacted.
- C. Boat slip waiting list applicants who accept an offer to lease a boat slip in the Bear Lake State Park Marina will have 30 days to provide a completed and signed Boat Slip Lease, a copy of the boat's current Utah Certificate of Registration, and payment of the annual slip lease fees to the Bear Lake State Park Marina office.
  - 1. Once all of the required documentation and boat slip lease paperwork have been received by Bear Lake State Park, the applicant will either be able to choose from the remaining available boat slips or will be assigned a boat slip.
  - 2. Failure to meet this deadline will result in the applicant losing the opportunity to lease a slip and the next person in rank order on the waiting list will be contacted.

**TRANSFERRING FROM ONE BOAT SLIP WAITING LIST TO ANOTHER**

- A. A person on a Bear Lake State Park Marina boat slip waiting list may request to be moved to another boat slip waiting list.
  - 1. A request to be moved from one boat slip waiting list to another must be made in writing to the park manager and must include justification as to why the request to move is necessary.
  - 2. If the request to move to another boat slip is granted, the applicant will be moved from his/her original boat slip waiting list to the requested boat slip waiting list according to the date of the applicant's original boat slip waiting list application.
  - 3. A person who has previously been allowed to move from one boat slip waiting list to another will not be allowed to move to another or the original boat slip waiting list. The person must reapply to be on the respective boat slip waiting list.
  - 4. A request to be moved from one boat slip waiting list to another must be made from May 1 through the designated mid-February deadline (generally February 15).

UTAH STATE PARKS AND RECREATION  
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**BOAT SLIP SILENT/CLOSED BID RULES, POLICIES, AND PROCEDURES**  
 Effective 1/1/2011

**BOAT SLIP SILENT/CLOSED BID APPLICATIONS**

- A. A silent/closed bid applicant must be at least 18 years of age.
- B. The actual ownership of a boat is not required to submit a silent/closed bid application. However, any boat intended to be moored in a slip must meet the length and width requirements of that particular slip pool.
  - 1. The actual length of a boat may not be the length listed on the boat's certificate of registration.
  - 2. The measurement of the overall length of a boat must include all extensions from the bow, i.e. bow pulpits, to the stern, e.g. swim platforms, trolling motors, etc.
- C. Silent/closed bid applications will be accepted from Labor Day through the designated mid-February deadline (generally February 15).
- D. The silent/closed bid list will be valid until all available slips are assigned or through April 30.
- E. The application fee to submit a silent/closed bid is \$20.00 or the amount identified in the Division's current Fee Schedule per slip pool. This is considered a Contract Assignment Fee.
  - 1. An applicant may submit a silent/closed bid for each separate boat slip pool - A, B, BU, and CU.
  - 2. All silent/closed bid application fees are non-refundable, non-transferable, and non-applicable towards the payment of boat slip lease fees.
- F. Silent/closed bid applications will be rank ordered on the respective boat slip silent bid list according to the highest amount bid for the respective slip pool.
- G. Each silent bid application shall include the appropriate fee and shall be delivered in an envelope addressed to: Bear Lake State Park, C/O Boat Slip Silent/Closed Bids, P.O Box 184, 1030 North Bear Lake Boulevard, Garden City, Utah 84028.
- H. A person who has submitted a silent/closed bid application may also submit a waiting list application may also submit a silent/closed bid application.
  - 1. For a person who has submitted a silent/closed bid in addition to having been on the boat slip waiting list, and was successful in being offered to lease a slip through both processes, the preference will be given to his/her boat slip waiting list application.
- I. Utah State Parks and Recreation personnel will consider all Information provided on a silent/closed bid application as confidential. This information will not be provided to the public.

**NUMBER OF BOAT SLIPS ASSIGNED VIA WAITING LIST AND SILENT/CLOSED BIDS**

- A. The number of boat slips that are available to be assigned each year is based upon the number of boat slip leases from the previous summer that are not renewed on or before the designated mid-February deadline (generally February 15).

1. Bear Lake State Park Staff will process the boat slip leases that are renewed and determine the number of boat slips that become open and available to be assigned.
2. Up to 50 percent of the available slips will be assigned from the Silent/Closed Bid applications. The remaining available slips will be assigned from the Boat Slip Waiting List.
  - a. If an odd number of slips become open and available per slip pool, the first slip will be assigned from the waiting list.
  - b. If an insufficient number of silent/closed bids are submitted to fill the number of allotted slips to be assigned from the Silent/Closed Bid process, the remaining slips will be assigned from the Boat Slip Waiting List.

#### **ASSIGNMENT OF A BOAT SLIP FROM THE BOAT SLIP WAITING LIST**

- A. The name(s) on the silent/closed bid application will be the name(s) of the lessee(s) carried forward to the boat slip lease. The name(s) on the boat slip lease must also be listed on the Certificate of Registration for the boat.
- B. When a vacancy occurs for a boat slip allotted to be filled from the silent/closed bid list, Bear Lake State Park staff will attempt to contact the bid applicant at the top of the respective silent/closed bid list by phone.
  1. Each phone number listed on silent/closed bid application will be called once. When contact is made, the bid applicant will have three (3) business days from the time of contact to accept or decline the offer to lease a slip.
  2. Contact is considered to have been made with a message left on an answering device.
  3. If a bid applicant does not accept the offer to lease a boat slip for the amount he/she bid, the bid will be considered null and void and Bear Lake State Park staff will contact the next rank ordering person on the silent/closed bid list.
  4. If contact is not made with the bid applicant within three (3) business days, the next person in rank order on the silent/closed bid list will be contacted.
- C. Silent/closed bid applicants who accept an offer to lease a boat slip in the Bear Lake State Park Marina will have 30 days to provide a completed and signed Boat Slip Lease, a copy of the boat's current Utah Certificate of Registration, and payment of their bid slip lease fees to the Bear Lake State Park Marina office.
  1. Once all of the required documentation and boat slip lease paperwork have been received by Bear Lake State Park, the bid applicant will either be able to choose from the remaining available boat slips or will be assigned a boat slip.
  2. Failure to meet this deadline will result in the bid applicant losing the opportunity to lease a slip and the next person in rank order on the silent/closed bid list will be contacted.

UTAH STATE PARKS AND RECREATION  
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**USE OF ASSIGNED BOAT SLIPS POLICIES AND PROCEDURES**  
Effective 1/1/2011

**USE OF ASSIGNED BOAT SLIPS**

- A. A boat slip lessee shall utilize his/her assigned boat slip by mooring a properly sized vessel, as identified in the lessee's current boat slip lease, in the slip for approximately three months of the five-month summer season lease period.
- B. Failure to moor a vessel in the boat slip lessee's assigned boat slip during the five-month summer season lease period shall result in the boat slip lessee relinquishing his/her rights to his/her assigned boat slip. Bear Lake State Park will not allow the boat slip lessee to renew his/her boat slip lease for the following five-month summer season.
- C. This Bear Lake State Park policy will be enforced as long as there are current Boat Slip Waiting List Applications on file with the park's staff.

**VERIFYING THE USE OF AN ASSIGNED BOAT SLIP**

- A. Bear Lake State Park staff has established the following four requirements to verify that an assigned boat slip is being used by the boat slip lessee. Requirement 1 must be satisfied for all boat slip lessees. For requirements 2, 3, and 4, boat slip lessees must satisfy two of the three requirements.
  1. A boat slip lessee shall pick up and possess his/her Slip Renter Vehicle Parking Pass from Bear Lake State Park Staff as early as May 1 of the current five-month summer lease period.
  2. Bear Lake State Park staff will visually verify that the vessel identified in the respective boat slip lease is occupying the assigned boat slip on a determined date between June 15 and June 30 of the current five-month summer season lease period.
  3. Bear Lake State Park staff will visually verify that the vessel identified in the respective boat slip lease is occupying the assigned boat slip on a determined date between July 1 and July 31 of the current five-month summer season lease period.
  4. Bear Lake State Park staff will visually verify that the vessel identified in the respective boat slip lease is occupying the assigned boat slip on a determined date between August 1 and August 31 of the current five-month summer season lease period.
- B. A boat slip lessee who is unable to satisfy three of the four requirements listed above may, by September 30 of the current five-month summer season lease period, submit a written document to the park manager with a statement as to why he/she was unable to utilize his/her assigned boat slip as required by this policy. The park manager may grant an exemption to satisfying requirements A-2, A-3, or A-4.

**INABILITY TO USE AN ASSIGNED BOAT SLIP**

- A. If a boat slip lessee is unable to utilize his/her assigned boat slip during all or part of the five-month summer season lease period, he/she may submit a request for refund of boat slip fees paid as per the established BOAT SLIP LEASE FEES REFUND POLICIES AND PROCEDURES.
- B. Requests for refunds of boat slip lease fees will not be accepted for non-use periods less than one month.

**SUBLEASING OF AN ASSIGNED BOAT SLIP**

- A. As per the Boat Slip Lease, a boat slip lessee shall not sublease or “sublet” his/her assigned boat slip.
- B. Subleasing of boat slips will be conducted by Bear Lake State Park staff only, based upon the approval of the park manager.

**ALLOWING ANOTHER PERSON TO USE AN ASSIGNED BOAT SLIP**

- A. A boat slip lessee may allow another person to utilize his/her assigned boat slip on a short term basis.
  - 1. The boat slip lessee must submit a written request to the park manager seeking for permission to allow another person to utilize his/her assigned boat slip. The written request shall identify the person being allowed to utilize the assigned slip and the bow numbers of the vessel that will be moored in the boat slip.
  - 2. Short term is preferred to be 2 to 3 days, but shall not exceed one week – 7 days.
  - 3. The person being allowed to use an assigned slip for a short term is subject to paying appropriate park fees.
  - 4. The boat slip lessee shall maintain control of his/her slip renter vehicle parking pass.

**TRANSFERRING FROM ONE ASSIGNED BOAT SLIP TO ANOTHER**

- A. A boat slip lessee may request to be assigned another slip in the same slip pool.
  - 1. The boat slip lessee shall complete a Request to Change Slips Application (or Internal Move List).
  - 2. Current boat slip lessees will not be allowed to move to a different slip pool i.e. from an A slip to a B slip, a BU slip to a B slip, a BU slip to a CU. The boat slip lessee will be required to complete a boat slip waiting list application for the respective size slip.
  - 3. Current boat slip lessees who purchase a boat that does not meet the size requirements of their current assigned boat slip will be required to remove the boat from the marina and their current boat slip lease will be terminated. If the boat slip lessee desires a slip in the marina, he/she will be required to complete a boat slip waiting list application for the respective size slip.
- B. Bear Lake State Park staff will establish an Internal Move List from the Request to Change Slips Applications.
  - 1. A current boat slip lease is required to be placed on the Internal Move List.
  - 2. The annual fee to be on the Internal Move List is \$20.00 (Contract Assignment Fee).
    - a. All Internal Move List fees are non-refundable, non-transferable, and non-applicable towards the payment of boat slip lease fees.

- b. The Internal Move List is valid from May 1<sup>st</sup> through April 30<sup>th</sup> of each year.
  - c. Applicants must renew their Request to Change Slips Application on or before April 30<sup>th</sup> to remain on the Internal Move List for the coming year.
  - d. Applicants must renew their annual slip lease by the designated renewal deadline.
  - e. Request to Change Slips Applications will be accepted in person at the Bear Lake State Park Marina office - 1030 North Bear Lake Boulevard (U.S. Highway 89), by fax - 435-946-8847, or by mail - P.O. Box 184, Garden City, Utah 84028.
3. Applicants will be placed on the Internal Move List in a numerical descending order according to the date their original application was received and based upon continued renewal of his/her Internal Move List application.
  4. When a boat slip vacancy occurs, and prior to filling a slip from the respective Silent Bid or Boat Slip Waiting List, Bear Lake State Park staff will attempt to contact the applicant at the top of the respective Boat Slip Internal Move List by phone. All phone numbers listed on this application will be called once. Once contact is made, the applicant will have three (3) business days from the time of contact to accept or decline the offer for re-assignment to the offered slip. Contact is considered to have been made with a message left on an answering device.
    - a. If contact is made with the applicant and he/she does not accept the offer, the applicant will have the opportunity to remain, in position, on the Internal Move List and the next person on the list will be called.
    - b. If contact is not made with the applicant within three (3) business days, he/she will have the opportunity to remain, in position on the Internal Move List and the next person on the list will be called.

UTAH STATE PARKS AND RECREATION  
**BEAR LAKE STATE PARK**

**BOAT SLIP LEASE FEES REFUND POLICIES AND PROCEDURES**  
Effective 1/1/2011

**AUTHORIZATION OF REFUNDS**

- A. Refunds of Boat Slip Lease Fees paid for the Bear Lake State Park Marina will follow established Division refund and accounting policies, procedures, and guidelines.
- B. Refunds of Boat Slip Lease Fees paid for the Bear Lake State Park Marina may be granted at the discretion and approval of the park manager.

**REQUEST FOR A REFUND**

- A. The boat slip lessee shall request a refund of boat slip lease fees paid in a written/printed format.
  - 1. The written request shall state the reason(s) for which the refund is being requested, and
  - 2. The written request shall state if the boat slip lessee wants to retain his/her rights to lease his/her assigned boat slip for the following summer season, or
  - 3. The written request shall state if the boat slip lessee intends to relinquish his/her rights to lease his/her assigned slip.
- B. A request for a refund of boat slip lease fees will not be approved if the request is received in a different fiscal year than when the boat slip lease fees were paid.
- C. A boat slip lessee who requests a refund of boat slip fees paid and requests to retain his/her rights to lease his/her assigned boat slip:
  - 1. The boat slip lessee may be approved for a maximum of two refunds in a five year period, whereas the request for a refund of boat slip fees paid for the second summer season will be processed as a refund request where the boat slip lessee intends to relinquish his/her rights to lease his/her assigned boat slip..
  - 2. The boat slip lessee may not request a refund for two consecutive summer seasons, whereas the request for a refund of boat slip fees paid for the second consecutive summer season will be processed as a refund request where the boat slip lessee intends to relinquish his/her rights to lease his/her assigned boat slip.
- D. A refund of boat slip lease fees will not be approved for a person who was assigned a boat slip via the Silent/Closed bid slip assignment process.

**PERCENTAGES TO BE REFUNDED**

- A. If a boat slip lessee requests to retain the rights to lease his/her assigned boat slip for the following summer season, the following percentages will be followed:
  - 1. If the request for refund is received on or before April 30 of the current fiscal year, a maximum of %75 of the boat slip lease fees paid may be refunded.
  - 2. If the request for refund is received on or before May 31 of the current fiscal year, a maximum of %50 of the boat slip lease fees paid may be refunded.
  - 3. If the request for refund is received on or before June 30 of the current fiscal year, a maximum of %25 of the boat slip lease fees paid may be refunded.

- B. If a boat slip lessee requests to relinquish the rights to lease his/her assigned boat slip, the following percentages will be followed:
  1. If the request for refund is received on or before April 30 of the current fiscal year, a maximum of %90 of the boat slip lease fees paid may be refunded.
  2. If the request for refund is received on or before May 31 of the current fiscal year, a maximum of %65 of the boat slip lease fees paid may be refunded.
  3. If the request for refund is received on or before June 30 of the current fiscal year, a maximum of %40 of the boat slip lease fees paid may be refunded.

**ASSIGNMENT OF BOAT SLIPS MADE AVAILABLE DUE TO AN APPROVED REFUND**

- A. If a boat slip becomes available due to a refund request where the boat slip lessee is approved to retain his/her rights to lease the boat slip for the following summer season, Bear Lake State Park will “sublet” the slip to a person on the respective Boat Slip Waiting List.
  1. Bear Lake State Park will offer the available slip for “sub lease” to the highest rank ordering person on the respective Boat Slip Waiting List. If that person does not want to “sublet” the slip, the next rank ordering person on the Boat Slip Waiting List will be offered the opportunity to “sublet” the slip. This process will continue until the slip is assigned or filled by “sublet.”
  2. The person who “sublets” the boat slip will lease the slip for the remainder of the current summer season.
  3. The person who “sublets” the boat slip will not have any rights to the boat slip after the current summer season.
  4. The person who “sublets” the boat slip will maintain his/her rank order on the Boat Slip Waiting List.
- B. If a boat slip becomes available due to a refund request where the boat slip lessee relinquishes his/her rights to lease the boat slip, Bear Lake State Park staff will assign or fill the slip utilizing the established Boat Slip Waiting List slip assignment procedures.