

Morale, Welfare & Recreation Department
Carr Creek Marina
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Manager Brandt Rodey

MORALE, WELFARE AND RECREATION DEPARTMENT

HAULING, STORING AND LAUNCHING OF PRIVATELY OWNED VESSELS

From: Installation Program Director, Morale, Welfare, and Recreation (MWR)

Subj: MARINA BOAT HAULING, STORING AND LAUNCHING PROCEDURES, CARR CREEK MARINA

Ref: CNICINST 1710.11c, section 18-9, Marina Operation

Encl: 1. Carr Creek Marina Rules

1. Purpose.

To establish uniform procedures for hauling, storing and launching privately owned vessels at Carr Creek Marina NSA Annapolis

2. Discussion.

In the accomplishment of its mission, the MWR Department operates a Marina at the estuary of Carr Creek at Naval Support Activity, Annapolis. The Marina offers MWR eligible customer's opportunities to enjoy the waterways of the Annapolis area through hauling and launching services, and the rental of storage space for boats on stands, in the mooring field, slips at JLD Memorial Pier, and dry storage of trailered boats and recreational vehicles (RVs).

3. Responsibility.

The Marina management staff is responsible for following the procedures outlined in this SOP.

4. Action.

- a. CCM shall maintain a haul-out and launching reservations calendar in which all reservations shall be entered.
 - b. Prior to being hauled and stored at CCM, Customers shall provide all relevant information on the Customer Information Form, a current copy of the boat registration and a copy of the declarations page of the boats current insurance as specified in the contract agreement.
 - c. Payment for services and signing a contract agreement is due prior to the time of haul out.
 - d. Customer attention shall be drawn to posted marina rules (encl 1.)
 - e. A deposit fee of up to \$3,000.00 may be required, prior to haul-out, at the discretion of the marina manager for boats that are in a derelict state. Deposit is refundable upon the vessel being launched or removed from CCM.
5. This SOP is effective immediately for Boat Hauling, Storage, and Launching Procedures.

Encl 1

CARR CREEK MARINA RULES

Customer Vehicles

1. Vehicles driven in the marina must not exceed **5 mph**. Exercise care and consideration for other users of the facility.
2. Always yield right of way to marina equipment moving boats.
3. Vehicles must be parked in the spaces provided. Please observe the time limits in specially marked areas.
4. Temporary parking adjacent to boats is permitted but care should be taken not to obstruct carriageways.
5. Customers planning on leaving vehicles in the marina overnight should first check in with the marina office.

Use of Marina Equipment

1. Shore power is available along the seawall and from outlets on each corner of the marina office building. The seawall outlets are standard 30 amp marine twist-lock receptacles.
2. The Marina does not loan or rent adaptors. Extension cords shall not be left run out and connected overnight. Do not leave heating appliances running unattended. All shore power cables and adaptors must be in good working condition. No homemade adaptors shall be used.
3. Water spigots are located along the seawall and for winter use there is a frost free spigot on the eastern end of the marina building. Do not connect water hoses to the bathroom facets. The marina does not supply hoses for customer use.

4. Ladders are available for use on a daily basis. They **MUST** be returned to the ladder rack daily.
5. Bathrooms are subject to heavy usage on occasions and your respect for others patrons is expected. Do **NOT** wash paint brushes or other equipment in these facilities,
6. The paint shaker is available on request. Only marina staff may operate this machine.
7. Only marina staff shall move stands supporting boats. Do not chain and lock ladders to the stands. If you wish to lock your ladder under your boat, pass the chain or cable through the blocks under the keel. Do not use marina stand chains.
8. While we wish to maintain cordial relationships with our customers, please do not distract marina personnel from their duties. Remain well clear of our operating area until we have your boat hauled, washed, and blocked.
9. The marina offers several assistance services and these are posted on the office notice board along with their relevant charges.
10. All sanders must be equipped with a dust extracting vacuum system and the ground surface beneath the area being sanded must be covered with a drop cloth. Sanders with a dust catching attachment are not considered dustless.
11. Minimize the impact of spray painting by conducting all spraying under a tarp. Use equipment with high transfer efficiency. Tools such as high-volume low-pressure spray guns direct more paint onto work surface and create less overspray.

General Rules

1. You must sign your storage contract and pay the billed amount on the day that storage commences. Boats/property stored at Carr Creek Marina that the contract has either expired or has not been completed shall attract a daily payment of **\$10.00**.
2. Do **NOT** move the stands supporting your boat. Contact the marina office to have them moved by marina staff
3. When operating your vessel in the mooring field or the dock area, maintain a speed that does not create a nuisance. You are responsible for your wake.
4. Do not haul sails or persons aloft while your boat is stored on stands.
5. Customers are responsible for the general tidiness of the area around their boat while stored on stands or trailers. This includes correct disposal methods of old batteries, empty paint cans, used paint brushes, and used engine oil.
6. Covers should not be attached to supporting stands, tie them around the boat. Covers are susceptible to high winds and should be kept secure and in good repair.
7. Congeniality is a requisite for any tenancy. Customers may not conduct themselves in a manner detrimental to Carr Creek Marina or any of its customers.
8. Fish cleaning is prohibited within marina confines.

9. Any work completed by a contractor requires approval with a marina contract work authorization form.

Daniel P. Calhan

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MWR Marina SOP acknowledgment of receiving and acceptance

I have received the MWR Marinas SOP for the appropriate storage for which I am contracted.

Name: _____

Signature: _____

Date: _____