

**Excerpt from SUNY Maritime College's
Waterfront Standard Operating Procedures**

Floating Docks and Moorings

Use of SUNY Maritime College waterfront facilities and services shall be available for activities that directly benefit the College and/or the general public.

The following activities are prohibited at SUNY Maritime College Waterfront Facilities unless authorized in writing

- Transient dockage includes picking up and dropping off passengers
- Swimming off the docks
- Scuba Diving or snorkeling
- Fueling or repair of vessels
- Barbeques/Open Flames

Transient vessels shall not interfere with any College function or training activity

Number and size of transient vessels is limited due to space and dedication of available resources

Priority is given for berthing government and military vessels

Government, military, and non-profit/educational vessels are encouraged to involve students in tours and joint training.

Emergency Response/Professional courtesy is extended to local government and military organizations to encourage personnel of emergency response vessels to be familiar with Maritime's campus and to enable them to most efficiently serve the public.

All SUNY Maritime College rules, regulations, and requirements shall be applicable and enforceable in and around transient vessels

Procedures

- All requests for reservations for any transient vessel visits (i.e. government, military, not for profit/educational, private entities, alumni, parents and guests) shall be on a first come-first served basis with the understanding that military and government

vessels (Federal, State, Local) will be given priority. A waiting list will be maintained after available spots are full.

- Reservations must be made a minimum of two weeks in advance, unless extenuating circumstances, by contacting SUNY Maritime College-Office of Conference Services Department via email at conferenceservices@sunymaritime.edu and by completing the below form https://maritimecollege.formstack.com/forms/wf_transient_dockage_form
 - Government, military and not for profit/educational vessels are encouraged to interact with students for tours and joint training and should detail this opportunity in the reservation request
 - All reservations must be confirmed in writing prior to visit date. A parking pass will be provided for all vehicles and vessels
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- All visiting transient vessels must sign and return a Waiver/Release
 - A person in charge for each visiting transient vessel must be designated and shall be responsible for all activities and actions regarding the visiting vessel and guests
 - Emergency Response/Professional Courtesy- SUNY Maritime College shall extend professional courtesy to United States Coast Guard Sector New York, New York Police Department Harbor Unit, Fire Department of New York, New York State Department of Environmental Conservation and the United States Merchant Marine Academy for transient dockage of vessels less than 70' with verbal approval in addition to e-mail reservations.
 - *All entities listed above, we ask for a courtesy call of your arrival via VHF radio-Channel 69 and leave message on 718-409-4955*
 - This approval is contingent on:
 - Use not interfering with campus activities,
 - A general waiver/release for each agency/organization being on file,

- A designated person in charge of the vessel must check in upon arrival with the Events Coordinator, his/her designee or University Police if no Event staff is present,
- Emergency response vessel notifying University Police at 718-409-7311 BEFORE any vehicles/vessels arrive on campus.
- The designated person in charge being available by VHF radio or cell phone at all times while the vessel is docked, and;
- Transient vessel dockage offered as a professional courtesy may be revoked at any time without notice.

Responsibilities

Vice President for Finance and Administration is responsible for general oversight of this policy and its compatibility with other state and campus policies

Events Coordinator or his/her designee is responsible for the management of waterfront activities including the coordination with the Training Ship including accepting transient dockage reservations, ensuring space availability and suitability of transient vessels, confirming reservations with transient vessel owners and servicing transient vessels while on campus. He/she is also responsible for notifying and coordinating all activities with University Police, Waterfront Department, the pier security/Training Ship and on-water/pier training activities.

University Police are responsible for the enforcement of all applicable Federal, State, Local, and SUNY Maritime College regulations for transient vessels and guests.

Master of the Training Ship is responsible for enforcement of rules and regulations on and around the training ship.