



MARITIME CENTRE POLICIES

CONTRACTOR & CUSTOMER RULES

Contractors are considered guests and are welcome to provide services, materials, and products to Maritime Centre's Customers at the Maritime Centre facilities under the terms herein. "**Contractor**" includes its employees, agents, suppliers and subcontractors. "**Customer**" includes any person who has signed a valid Ma Service Agreement or is someone associated with a customer who has signed a valid MC Service Agreement including family members, friends and invitees.

Contractors and Customers who would like to work on their own vessel on MC premises (or hire a contractor to work on their vessel) must adhere to the following Registration Requirements and Work Rules. *MC reserves the right to update these rules as well as revoke permission to enter the facility at any time to anyone.*

REGISTRATION REQUIREMENTS

Prior to boarding any vessel on which services, products, or materials are to be installed or provided, every Contractor must:

1. **Obtain MC's Prior Authorization** to perform services or provide products or materials on each vessel. This includes a signed Service Agreement and Work Order, written authorization by the vessel owner to work on the vessel and/or other such documents. This may not be done through a phone call.
2. **Provide Current Certificates of Insurance** from each Contractor prior to any work being performed. The Certificates must name Maritime Centre as an additional insured and provide 30 days' notice of cancellation. All policies must waive any rights of subrogation against the Maritime Centre.
3. **Uninsured Workers.** Uninsured "workers" hired by the Contractor will not be allowed. Each Contractor must have a valid certificate of insurance on file with MC showing that its employees are covered by Workers Compensation insurance.
4. **Contractor Subcontracting Without Approval Not Permitted.** No Contractor may subcontract any part of its work without the express written approval of MC.
5. **Log-in.** Each Contractor may be assigned a facility access card and must log in at the pedestrian or vehicle entrance by using MC's security system prior to boarding any vessel. Each person shall log out upon exit of the facility each day. Any Contractor found to be working on a vessel who has not logged in will be asked to leave the premises immediately.

INITIAL_____ I agree to comply with these 5 Requirements.

WORK RULES

1. **The Maritime Centre GM Must be Notified of the Following:**
 - Any KKMI yard labor required – Please provide notification prior to the beginning of the job;
 - Moving boat stands & launch schedule - Notification must be given 24 hours in advance;
 - Any transducer or thru hull work done - Notification must be given prior to launch.
2. **The Following Practices Are Mandatory:**
 - Sanding of antifouling paint is not permitted. All other dry sanding must be done with a vacuum sander;
 - Work areas must be cleaned up and all garbage and excess materials disposed of daily;
 - Ladders must be secured to the vessel when aboard and removed at the end of day.
3. **Prohibited Activities. Contractors, Subcontractors and Customers may NOT:**
 - Wet sanding, spray painting, "hot work", use of propane torches, welding or grinding (of any type);
 - Discharge waste into any drain. Pump the bilge on land or in the harbor;
 - Go aloft, unfurl sails or move any boat stands when the vessel is ashore.
4. **KKMI Owned Equipment.** KKMI's tools, equipment, scaffolding, extension cords and other equipment is not available for use by Contractors. KKMI Team Members are friendly and outgoing, but please do not put them in an awkward position by asking to use shop tools or equipment. Only KKMI employees may use tools or equipment owned by KKMI.
5. **Contractors May Not Impede KKMI's Work** or interfere with KKMI's work schedule. KKMI Project Managers will gladly coordinate any work you'd like performed by KKMI.
6. **Do Not Enter** the MC's private offices, shops, and work areas except when accompanied by a MC or KKMI team member.
7. **Permissible Working Hours.** Contractors will provide their services during MC's regular hours of operation, which are posted on the web site. Work may not be conducted on MC's premises at any other time without MCI's prior written approval. To obtain this approval please submit in writing the dates and hours of work the contractor will be on MC's facilities. Be specific as to what work will be performed. Email this information to: info@maritimecentre.org
9. **Daily Fee.** Customers and/or Contractors may be charged a daily fee for the use of MC's facilities, environmental impact, hazardous waste disposal, use of waste containers, equipment/tool storage, (cont.)



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acceptance of deliveries, or other services provided by MC. This fee may vary based on the circumstances of the services and materials provided. Any work area not cleaned up will be charged to the Customer's account.

ENVIRONMENTAL SAFETY RULES – MC Is Concerned About The Marine Environment!

1. **Compliance with Laws.** All work must be done in a safe, clean and environmentally sound manner, in compliance with all local, state and federal laws and regulations.
2. **Chemicals and Hazardous Materials.** All chemicals and hazardous materials must be handled in accordance with the law. Chemicals must be handled in compliance with their specific SDS sheet, which the Contractor or Customer is required to have on hand. Contractors must utilize the recommended Personal Protective Equipment prescribed in the SDS.
3. **Waste Disposal.** All wastes to be disposed of on the premises must be authorized by MC. No waste shall be disposed of on any land or waterways at or surrounding MC. Spills of any type must be reported to MC/KKMI Staff immediately. Contractor/Customer accepts all liability for the cost of cleanup, removal and/or environmental damage resulting from the services, products or materials provided.
4. **Purchase of Materials.** It is requested that all purchases of marine and non-marine materials be purchased through KKMI store. All products that emit VOCs **must** be purchased from KKMI as the consumption of the VOCs must be logged by KKMI.

INITIAL_____ I agree to comply with these Rules.

GENERAL SAFETY RULES

5. **Parking.** All Contractors and/or subcontractors must park outside the facility.
6. **Smoking.** Smoking is prohibited in all areas of the facility and its buildings, except where designated. KKMI Sausalito is a 100% non-smoking facility.
7. **Solicitation, Posted Advertising and Other Sales/Advertising Efforts Are Not Allowed** on MC property without the express permission of MC.
8. **Minors.** Minors are not allowed in the harbor or boatyard without a parent or guardian being present at all times. Minors are not allowed to be on ladders, scaffolding or aboard vessels that are on land. Skateboards, motorized toys, or similar play toys are not to be used at MC.
9. **Pets.** Dogs and other pets must be kept on a leash or otherwise controlled when at the MC. Pets are not allowed in the restrooms, and must not create a disturbance. Owners must clean up after their pets. Cleanup by MC/KKMI of any pet's mess will be charged to the Customer's account.
10. **Fishing/ Swimming.** Fishing from the docks or bulkhead is prohibited, as is swimming within the Harbor basin.
11. **Fireworks,** firearms or live ammunition are NOT allowed at the MC.

DOCK RULES

12. **No Running** on the docks! Bicycles or scooters are not allowed on the docks, and no item may be placed or stored on the docks or walkways that could obstruct passage. Please do not place items under gangways.
13. **No Fueling** or transfer of fuel from the docks is permitted without MC's prior approval.

Logging in and out of the facility affirms the card holder's commitment to abide by the terms of the Service Agreement, Work Order, Contractor Agreement and to the above Rules. Failure to comply with any of the aforementioned policies is grounds for immediate revocation of privileges and removal from MC's facilities.

By signing below, Contractor and/or Customer certifies that all requirements, policies and rules of this agreement are understood and will be adhered to by the Contractor and all its employees, agents, suppliers, and subcontractors, and understands that failure to comply with the policies of the MC and this Agreement will result in the loss of the right to conduct business at the MC.

Contractor and/or Customer's Signature

Date: _____

MC

Date: _____

Please immediately report any unsafe condition, unlawful activity, spill or injury to persons or damage to property and equipment. Alert the MC and file a written report of the incident. Email this report to info@maritimecentre.org