

Glossary

Terminology and acronyms used within this document will be explained in this section.

UW Waterfront – The area (grounds, docks, shoreline, etc.) surrounding the Waterfront Activities Center, managed by UW Recreation. This area extends from (but not limited to) the Montlake Cut up to the area around the climbing rock and surrounding parking lot, down to the end of the North Dock, and all the shoreline from that point back to the Montlake Cut; this includes all docks in this general scope.

UWild – The outdoor recreation branch of the UW Recreation department. Opportunities and offerings focus on outdoor education, clubs, trips, equipment rental, and general programming.

WAC – Waterfront Activities Center

WYC – Washington Yacht Club

UKC – University Kayak Club

UBRC – Union Bay Rowing Club

Montlake Dock – The dock closest to and adjacent to the Montlake Cut (see attached map)

Horseshoe Dock – The U-shaped dock used for WAC boat rentals (see map)

Community Dock – The dock between the main boat ramp and the first set of stairs (see map)

North Dock – The entire stretch of dock north of the first set of stairs (see map)

Outer Dock – The L-shaped dock that sits parallel to Community and Horseshoe docks (see map)

ASUW Shell House – The large brown building next to the Montlake Cut

UUF – Use of University Facilities, referring to a process of approval by the Office of Special Programs required of all campus events that involve non-UW affiliated members/attendees.

RSO – Registered Student Organization

Across from Shell House – The dirt strip directly across from the Shell House parking spaces

Access Road – The paved road that runs between the WAC and the shoreline, along the face of the Shell House, eventually becoming a gravel road that runs all the way up to Montlake Blvd.

Whaler – Motorized rescue boat (aka launch, whaler, etc), most of which are Boston Whalers

Sail Locker – The drying room adjacent to the main lower entrance of the WAC

Repair Bay – The ventilated shop space inside the two WAC garage bays adjacent to the gas locker. This area is used for all major maintenance (fiberglassing, painting, power tools, etc).

Communication

1. General

Rec Clubs Manager and WYC Commodore(s) are primary contacts for communication between UW Recreation and the WYC.

2. Quarterly Meeting

A quarterly meeting will be held between the Rec Clubs Manager and WYC Commodore(s); WYC Vice Commodore and WYC Rear Commodore welcome to attend if/when available. These meetings will be scheduled at the beginning of each quarter with a co-authored agenda provided prior to the meeting. Standing agenda items to include safety, incident reports, facilities and maintenance, paperwork (Use of University Facilities, etc.), Shell House updates, dock usage and boat locations. Minutes are kept during the meeting and emailed out to attendees shortly thereafter.

3. Class, Events and Sailing Schedules

WYC will submit a schedule of club activities (classes, events, sails, etc) as early as possible, prior to the start of each quarter. The schedule is updated as classes and events are added/filled, with a final draft submitted once the first full week of the quarter ends. Any requests for use of the open 40' of the Community Dock are included with these submitted schedules. **Class/program additions that occur after the final draft deadline are allowed and will be considered for approval.*

4. Float Plan Roster

The WYC supplies a float plan roster of attendees that includes the participant(s) *a)* first and last name, *b)* affiliation with the University (i.e. student or non-student member).

Participants are allowed to be picked up off-site. These individuals should be on the float plan roster and indicated where they will be picked up off-site.

5. Check In

All activities scheduled during WAC operational hours require participants to check-in at the WAC Front Window with their Husky Card or IMA Card. WAC staff will check participant eligibility.

To be considered a club activity per UW RSO policy, the number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public.

6. Officer List

At the beginning of each academic year WYC will provide UW Recreation the names, email, and position title of each student officer/club administrator. WYC will notify UW Recreation if officer positions change throughout the year.

7. Conflict Resolution

If the WYC and UW Recreation have a disagreement that cannot be resolved in a meeting, then mediation will be sought and requested of the Student Activities Office (SAO) and/or the office of the Ombudsman.

Allocated Space and Access

1. General

a. It is understood that UW Recreation is charged with managing the Waterfront facilities, docks, and grounds. UW Recreation is solely responsible for allocation of space and access to all parties wishing to utilize the Waterfront for activities, programming, storage, etc.

b. General use of the WAC takes place during regular WAC business hours. Whenever possible, club activities should be scheduled during these building hours. Notification is given to Rec Clubs Manager for those activities that occur outside of business hours. Off-hours building access is subject to UW Recreation staff discretion and availability. ** See the following sections below re: access to specific spaces.*

c. Spaces are to be used solely for the organizational purposes of the WYC. Per RSO policy, spaces may NOT be used for *a)* sales or commercial activity (ex. selling goods or services to the public for gain), *b)* cash handling or storage of coin, cash, check, or credit card numbers, *c)* partisan political activity, *d)* direct support of academic programs, *e)* storing equipment that disrupts movement or use for facilities for other Waterfront patrons, *f)* non-WYC activities of nonstudents (individuals or affiliated groups) (i.e. the WYC may not offer the use of any space to any other groups).

d. Beginning autumn quarter 2022 through spring quarter 2023 club will be allocated 8 hours of staffed facility usage time. Club will work with UW Recreation staff to schedule. Dates and times may vary based on staff availability.

1. Outdoor

a. Dock

i. The dock space from the boat ramp to the first hinge of the Community Dock will be kept open for recreational use, University Kayak Club (UKC), Concrete Canoe Club, WYC, and UW Recreation sponsored activities. Use of this open dock space by clubs and UW Recreation will be scheduled quarterly. If no events are scheduled, the space is open for general recreation.

ii. All WYC vessels occupying any dock space are moved off of the Community and North docks the day prior to any home Husky football game.

1. WYC vessels may be moved off-site, beyond the north end of the North Dock, or into the Horseshoe Dock.

2. WYC vessels going into the Horseshoe Dock can only be moved after all WAC rental boats have returned and must be moved out of the Horseshoe Dock the following day before WAC boat rentals begin.

b. Whalers

i. During the WAC rental season (April-October), the WAC rescue whalers will be located in the three slips on the Community Dock, north of the boat ramp. WAC rescue whalers will be relocated to the slips on the Horseshoe Dock in the off-season (November-March).

ii. At no time are the WAC rescue whalers allowed to be walked in, on, or across for rigging/launching Washington Yacht Club boats.

iii. During the WAC rental season, the WYC rescue whalers are moved to the North Dock. At least one whaler (preferably at least two) is located directly across from the Outer Dock bridge, near the stairs leading to the North Dock; whaler(s) docked here are for emergency access. Whalers may be stored elsewhere along North Dock, dependent upon dock storage logistics.

iv. WYC whalers may be located in the slips on the Community Dock, north of the boat ramp, during the WAC off-season.

v. The WAC rescue whalers may be used to assist with WYC emergencies, but the WYC rescue whalers are always used as the primary rescue vessel.

1. WAC rescue whalers do not go out without a WAC staff member.

2. Departmental Incident and Accident forms are completed when WAC rescue whalers are used for any WYC emergency.

vi. When necessary, WYC rescue whalers are made available to the Seattle Fire Department. WAC rescue whalers will be used first if/when available. A trained WYC whaler operator will accompany Seattle Fire Department if WYC whalers are needed for any rescue operation.

c. Storage

i. All items requiring onsite storage are requested of and approved by the Rec Clubs Manager. This includes private boats (affiliate), donated and purchased boats, and any other items requiring substantial storage space that will be stored onsite. Small items such as PFDs, sails, boat repair supplies, hand tools, etc. do not require approval.

ii. WYC reciprocal moorage program can no longer operate at the UW Waterfront.

iii. Storage across from the Shell House for 2-3 performance boats will be granted. Should this space no longer be an option for storage (due to Shell House restoration, for example), WYC will be given as much notice as possible to vacate, 30 days at a minimum.

iv. Trailers stored on the West Lawn of the Shell House are relocated for all Husky football home games and UW Recreation approved events. Rec Clubs Manager will request these moves on an as needed basis. WAC staff may move trailers occasionally if the move is of a time sensitive nature.

v. Continued boat storage on the access road may change; should this space no longer be an option for storage (due to road construction or utility work, for example), WYC will be given as much notice as possible to vacate, 30 days at a minimum.

vi. If dolly storage spaces near the Shell House or on the access road become unavailable, the Rec Clubs Manager will work with the WYC to find temporary storage, to the extent possible.

vii. If any dolly storage spaces become permanently unavailable, the Rec Clubs Manager will help WYC find an alternative on-site storage location for the dollied boats, to the extent possible.

3. Indoor

a. Sail Locker

- i. WYC members with appropriate ratings (per WYC bylaws) will maintain off-hours access to the sail locker for sailing related activities in accordance with the WYC bylaws (ex. returning with a keelboat).
- ii. Concerns about improper sail locker use will be documented by UW Recreation and promptly brought to the attention of the WYC Commodore(s) so that they may be addressed. If instances of abuse occur (ex. permanent modifications made to the facilities) access may be restricted.
- iii. WYC notifies Rec Clubs Manager of all off-hours access to the Sail Locker, both, in advance of planned events and sails (Keelboat Clinic, Duck Dodge, etc.) as well as any impromptu use upon Commodore review of boat check out forms.

b. WAC Garage Bays

- i. WYC relocates from current Shop and Loft areas into Waterfront Bays 2-3. Storage is for club materials, sewing machines, and basic hand tools only. Sewing and minor repairs are allowed in Bays 2-3 provided they do not generate excessive noise during Waterfront Great Room events (at the discretion of WAC staff). WYC will be responsible for *a) asking WAC staff about scheduled events and b) checking Great Room calendar online to ensure any noise is kept to a level that does not disturb Great Room events. (WAC will relocate from Bays 2-3 into Bay 4, Shop, and Loft.)*
- ii. WYC may not make any modifications to the facility. All potential changes that involve altering the facility, permanent or otherwise, are cleared with UW Recreation and, if applicable, facilities services. Examples of alterations requiring approval are attachment of items to walls or floors, painting, and placement of large items that are intended to stay in place permanently.
- iii. Authorized WYC members will be allowed to check out a key to access this space. A list of individuals requiring access can be submitted every academic quarter. (This list may be updated on an *as needed* basis.)
- iv. The key to this space can be checked out from a staff member at the WAC rental windows during WAC business hours. A larger number of WYC members will be eligible for key checkout since the risk of power tools and the general Shop hazards no longer apply.
- v. This space is shared with UBRC. WYC materials should not infringe upon, nor prevent access to, any UBRC materials being stored. No egress will be obstructed.
- vi. Club must organize and maintain organization of workbenches. Workbenches should be readily available to use at all times.
- vii. The back wall needs to stay open for access to pipes. No obstructions at any time.

c. Repair Bay

- i. This space will be available by reservation; a fee may be charged for extended use or use requiring UWILD Gear Garage closure. The Repair Bay is only to be used for general maintenance and repair of equipment.
- ii. Exhaust fan is to be on at all times when working in Repair Bay. Repairs and/or maintenance that produce noxious fumes/odors are not permitted during UWILD Gear Garage business hours.

iii. WYC may store some power tools in the Repair Bay, specifically those that are displaced by move from Shop and inappropriate to store in Bays 2-3. Additional power and/or tool needs for the Repair Bay will be discussed upon relocation(s).

iv. Authorized WYC members will be allowed to check out a key to access this space. The key to this space can be checked out from a staff member at the WAC rental windows during WAC business hours. A list of individuals requiring access can be submitted every academic quarter. (List may be updated on an *as needed* basis.)

v. All activity in this space is scheduled. Use of the Repair Bay will be scheduled by submitting an emailed request to the Rec Clubs Manager (an online system will be implemented if possible). If no activity is scheduled, the space may be used on a first come, first serve basis, but must be vacated before other scheduled uses occur.

d. Gas Locker

i. WYC members with appropriate ratings (per WYC bylaws) will have access to the gas locker during staffed facility hours.

ii. WYC will use only the left half of the gas locker for storage and will keep the space well organized. At no time are any materials to block the WAC cage.

iii. All gas cans must be maintained with a cap securely screwed on top. Gas containers must be stored in the Gas Locker when not in use on launch(s)/boats(s), gas containers should not be stored within the Repair Bay. Tupperware containers cannot be used to store liquids. No propane tanks within the Gas Locker.

iv. Disposal – Prior to disposal of empty liquefied compressed gas (propane) containers check EH&S (different than trading in empty for full with Blue Rhino) or UW Facilities for disposal of oil, paint, aerosol cans, etc.

e. Great Room

The Waterfront Great Room may be rented for classes and activities per availability. Standard RSO rates and UUF requirements apply.

f. Shell House

Continued boat storage in the Shell House may change; should this space no longer be an option for storage, WYC will be given able to vacate, 30 days at a minimum. The Rec Clubs Manager will work with the WYC to find storage solutions for the displaced equipment, to the extent possible.

Risk and Safety

1. General

a. Use of Waterfront facilities, docks, and grounds for club activities are done in a safe manner during all hours. WYC risk management policies and procedures reflect those of UW Recreation and RSO policies.

b. All activities are conducted in accordance with Washington State Boating Law.

c. No allocated space or access implies or guarantees any sort of easement, ownership, or legally binding agreement with the University of Washington.

2. Waivers and Insurance

a. The WYC is responsible for carrying current insurance (Commercial General Liability and Marine Liability) that protects, indemnifies, and holds harmless the UW, its officers, agents, and employees from any claim, costs, damages, or other liability for personal injury, bodily injury, or property damage arising out of the club's use of the Waterfront and University property. A copy of this insurance policy is given to UW Recreation and the Risk Services Office at each policy renewal date. The Risk Services Office on campus will have final approval.

b. WYC provides certificate of commercial general liability insurance with limits of not less than \$1 million per occurrence, including coverage for personal injury, property damage and contractual liability. When activities involve minors, coverage for physical/sexual abuse and molestation shall also be required and when activities are of an athletic nature, medical accident coverage for athletic participation shall also be required. The policy shall name the Board of Regents of the University of Washington as an additional insured. WYC provides 45 days' written notice to the UW of any cancellation or substantive changes. WYC's insurance shall be primary and noncontributory to any self-insurance fund or insurance policy available to the UW.

c. The WYC is responsible for collecting waivers from all current members of the club. A copy of these waivers is available to UW Recreation staff, if needed. The Risk Services Office on campus reviews the waiver annually, as needed, and this process is initiated through UW Recreation.

d. Any boats stored onsite that require a Washington State boat registration must submit a copy of the current registration to UW Recreation staff prior to storage approval.

Fees

1. Each non-student WYC member is required to have a quarterly Rec Membership. Rec Membership provides access to UW Recreation facilities during hours of operation and limited amenities, such as day locker use. Rec Memberships will be verified upon WYC float plan roster submission.

Any circumstances that require attention outside the scope of the terms in this agreement will be addressed on a case-by-case basis. Requests of this nature will be at the discretion of UW Recreation management, per their availability, and will be considered with a good faith effort to meet club needs to the extent possible.

UW Recreation

Authorized Official: Greg Reinhardt (Associate Director of Programs & Staff Development)

Signature

Printed Name and Title

Date

Authorized Official: Sam Rodenberg (Rec Clubs Manager)

Signature

Printed Name and Title

Date

Washington Yacht Club

Authorized Official: Commodore

Signature

Printed Name and Title

Date

Authorized Official: Commodore

Signature

Printed Name and Title

Date