Standard Practices and Procedures

Rev 4.1 August 21st, 2026

Boat Storage Policy - Cataraqui Canoe Club (CCC)

1 Scope

This policy outlines the conditions for use of the CCC Boathouse by CCC Members for the purpose of storing their canoes and/or kayaks (referred to hereafter as "Boats").

2 General Comments

The Boathouse Administrator is responsible for allocation of space[1] in the boathouse for the storing of boats. The Administrator is also responsible for assigning a specific spot[2] for each boat and may change that at his/her discretion.

The boathouse is not intended to be a long-term storage facility where people may store their boat and then forget about it. It is intended for use by **active** Members who use their boat from time to time in a paddling season. Members who do not use their boat in a paddling season may be asked to remove their boat.

Members applying for a boathouse space will need to live within some reasonable distance from Kingston, about 50km. Exceptions are possible and should be discussed with the boathouse manager.

Boathouse storage spots may not be transferred to another individual. The Boathouse Administrator must be informed promptly when a renter wishes to terminate their boat storage rental agreement.

3 Club Liability

a) The CCC is not responsible for any damage and/or loss incurred to boat and boat accessories while in storage at the CCC Boathouse. This includes fire, theft, vandalism, and acts of God.

b) The CCC is not responsible for personally owned equipment such as paddles, boat covers, spray skirts, etc. They should not be stored in your boat.

c) The CCC is not responsible for any contents stored in the Storage Lockers.

d) The CCC recommends that your home insurance is extended to cover your boat and any equipment stored in the CCC Boathouse

4 Pre-Requisites for Boat Storage

a) You must be a current CCC Member in order to store your boat in the CCC Boathouse.

b) Each Member may store only one boat where space is available.

c) Members wishing to store their boat must first have the approval of the Boathouse Administrator and the Boathouse Manager who will determine if there is a suitable space available. The Boathouse Administrator can be contacted via email at boathouse@cataraquicanoe.ca

[1] Space refers to any location in the boathouse that is suitable to store a boat
[2] Spot refers to a specific location in the boathouse where one (1) boat is stored

d) A Boat Storage Application form and a Boathouse Description Form are to be completed once the Boathouse Administrator has confirmed that a spot is available. Should Members change their boat during the rental period, the Boathouse Administrator must be informed immediately.

e) If there is no space available, potential renters will be added to a waiting list in the order that their request was received. Spots will be allocated on a first come, first served basis. Applicants must be Members in order to be added to the waiting list.

    a. Potential renters relinquishing their membership while on the waiting list will be removed from the list and will no longer be considered for a rental spot even if one becomes available. Subsequent renewal of membership will result in being added to the end of the waiting list.

f) Boat storage space is not available to non-members of the CCC.

5 Fees

5.1 Due Dates

a) Fees for rental of storage space in the CCC Boathouse must be received by the CCC Treasurer by March 31st (i.e. before the beginning of the new storage year, April 1st).

b) Boat storage rental fees paid on or before the due date of March 31st will be at the rate published on the CCC web-site.

c) CCC membership fees are also due by March 31st and must be paid prior to or at the same time as storage rental fees.

5.2 Partial Year Rentals

a) Boats stored for any period starting beyond April 1st are subject to the total annual fee.

b) Fees for a boat stored after September 30th, in the 1st year of storage and for new renters only, will be at half the regular annual rate.

c) Rentals terminated during the year are not subject to a refund. At the discretion of the Boathouse Administrator, a pro-rated refund may be given if the spot can be immediately rented to another Member.

5.3 Non-Payment of Fees

a) Failure to pay boat storage rental fees on or before the due date of March 31st will result in the loss of your spot.

b) If your boat has been removed for non-payment of fees and you subsequently wish to store your boat, you will be added to the end of the current waiting list. When space is available, you will be required to pay the full late payment rate for that year.

6 Other

6.1 Key Deposits

a) All renters will be provided with one key for access to the boathouse.

b) Renters will not loan the assigned key to any other person, nor attempt to duplicate it.

c) A one-time fee (current rates are published on the CCC web-site) will be charged on receipt of this key.

d) Keys are not to be transferred to anyone else for their use in storing a boat.

e) Members wishing to terminate their boat storage rental are to return their key to the Boathouse Administrator. Upon return of this key their deposit will be refunded.

f) If you lose a key, a replacement key will be provided for an additional one-time fee equal to the key deposit fee at the current time.

g) Board members and other volunteers (at the discretion of the Board), who have duties related to the Boathouse, will be provided with a key for which no deposit will be charged.

    a. Board members (and other volunteers) who wish to store a boat (even if they have Boathouse duties) will be charged a key deposit. The key deposit will be refunded when their boat storage rental is terminated

6.2 Storage Lockers

a) There is a limited number of storage lockers (4) which are available to rent for an annual fee. Members wishing to rent a storage locker must contact the Boathouse Administrator who will advise if a locker is available. The Boathouse Administrator can be contacted via email at boathouse@cataraquicanoe.ca

b) Members must supply their own padlock

c) Current rates are published on the CCC web-site.