

## LOADING DOCK RULES AND REGULATIONS

- Coordinate all regular business hours and afterhours deliveries with Dock Security and the Property Manager no less than 48 hours ahead of the delivery. A weeks' notice is preferred, but we understand this is not feasible in all situations.
- Dock security is given full authority to operate the loading dock so that our legal obligations to the Hotel and Garda are upheld. If a vehicle needs to be towed to do so, Dock Security is given full authority.
- Dock Security maintains traffic direction and flow of vehicles at all times. Be sure vendors know to follow her direction.
- Dock Security and Property Management are to be notified of all special events and catering that will require dock access ahead of the planned event. This includes construction and special delivery events.
- If the dock is needed for a special event someone from the party involved in the event is required to be present at the loading dock at the time of arrival. They will remain until all loading/unloading is complete. Only 1 vehicle per event may load/unload at a time.
- The maximum time permitted at the loading dock is 45 minutes or it is to be scheduled after 5pm. If the driver states the delivery time will exceed the limit, Dock Security is permitted to turn them away.
- Vehicles cannot be left unattended in the loading dock unless instructed otherwise by Dock Security. Any vehicle found unattended is subject to being towed immediately.
- There is no parking permitted in the loading dock for any reason.
- Trucks with attached trailers and semi-trucks are not permitted in the loading dock. The maximum vehicle height is 12' 6" and the maximum vehicle length is 26'.
- If the red light at the top of the guard house is on, the loading dock is full. If the guard is available he/she will provide instruction to either wait until space is available or to park on the street.