

**OVERNIGHT FACILITY RESERVATION, CANCELATION AND OCCUPANCY POLICY**

**ALL PRICES IN THIS DOCUMENT ARE SUBJECT TO CHANGE based on seasonal, weekly, and daily occupancy or use level changes. Fees, rates, tolls, charges, and rentals may be increased by up to twenty percent (20%) or decreased by up to fifty percent (50%).**

This policy will apply to all campsites, cabins, lodge rooms, YURTs, Rental RVs, and camper cabins unless noted otherwise. The information contained in this policy will provide guidance in processing and canceling a reservation as well as identifying rules during occupancy of overnight facilities. It shall be the responsibility of the Park Superintendent to ensure that all park guests are made aware of all policy and procedures outlined in this directive.

**I. Lodging Units: Lodge Rooms/Cabins/YURTs/Rental RV/Camper Cabins****A. Reservation Processing Policy – Lodging Units**

1. There will be a \$40 non-refundable deposit collected at the time of reservation. This deposit will be applied to the first night fee at time of check-in.
2. Reservations may be made up to twelve (12) months in advance of the scheduled arrival date.
3. All reservations with more than ten (10) lodging rooms or four (4) cabins will be required to contact park to process reservation.
4. Persons under eighteen (18) years of age may not rent park facilities.
5. Overnight facilities are not to be rented for parties or entertainment that exceed the unit's occupancy.
6. Lodging units will not be rented to the same party in excess of fourteen (14) days during a thirty-day period. Seven (7) day extensions beyond this 14-day limit may be granted by the Park Superintendent. Additional extensions must be approved by the Manager of Operations.
7. All reservations require a credit or debit card to reserve the lodging unit.
8. Single night reservations may be made for any night, Sunday through Thursday.
9. Weekend reservations will be taken for a minimum of two (2) nights for either Friday and Saturday or Saturday and Sunday.
10. Requests for one night only on a Friday or Saturday night will not be considered more than five (5) days in advance unless it is apparent that accommodations will be available.
11. A three-night minimum will be required when a holiday causes a three-day weekend (Memorial Day, July 4th, and Labor Day).
12. Check-in time is 4:00 p.m. and Check-out time is 11:00 a.m.
13. Guests will contact park for after-hours arrival information.
14. Guests are not considered registered until they check-in at the visitor center, lodge front desk or through contactless check-in process.

15. Each reserved lodging unit must be registered to the individual occupying the lodging unit.

16. Upon registration (check-in) all guests must pay the balance for the entire reservation period. Due to incidental charges, lodge parks with rooms and cabins are the exception; however, these guests will assure payment by credit/debit card authorization at registration, and they will pay balance on departure day.

### **B. Cancellation (Refund) Policy – Lodging Units**

1. Reservations canceled fourteen (14) days or more prior to the reservation arrival date (4:00 p.m.) will result in the loss of the reservation deposit.
2. Reservations canceled between fourteen (14) days and two (2) days prior to the reservation arrival date (4:00 p.m.) will be charged the first night stay, which includes the non-refundable reservation deposit.
3. Reservations canceled within (2) days of the arrival date (4:00 p.m.) or “no shows” will be charged for the entire stay, which includes the non-refundable reservation deposit.
4. Early departures will be responsible for the cost of the entire stay.
5. Additional nights can be added to any reservation if it includes honoring the original arrival date.
6. Canceling the original arrival date will require a new reservation and loss of reservation deposit.
7. Cancellations are not allowed for weather related reasons.
8. Reservation will be held until 10:00 a.m. the morning after arrival date. Failure to notify the park or occupy unit by 10:00 a.m. will result in cancellation of reservation and guest will be charged for the entire stay. At this point the lodging units will be canceled.
9. Refunds due to extenuating circumstances may be considered by Park Superintendent or their designee.

### **C. Occupancy Policy – Lodging Units**

1. All lodging units are equipped to accommodate a set capacity of guests. These capacities will not be exceeded without the authorization of the Park Superintendent. Such exceptions will only be granted when it is determined that the facility will not be abused, and safety of guests are not compromised. Lodge rooms and cabins will be charged an additional fee of \$13 for each person (over age 12) exceeding the set capacity.
2. Service animals (American Disabilities Act) are permitted with no fee in all facilities; otherwise, only dogs are allowed in designated facilities. A non-refundable fee, per dog (limited to two), will be charged for the duration of the stay while staying in “dog-friendly” cabins (\$40), lodge rooms (\$40), bed & breakfast (\$40), camper cabins (\$10), YURTs (\$10), and rental RVs (\$40). Current vaccination records required for each dog upon request. Guests are responsible for damages and cleaning fees caused by dog(s). All dogs within state park public view must be leashed or caged and under physical control to avoid other pets and guests. Dog litter must be cleaned continuously by the owner, bagged, or wrapped in paper, and deposited in trash receptacles.
3. Quiet hours will be observed between 10:00 p.m. and sunrise.

4. The use or setup of camping units of any description will not be permitted at lodging unit areas.
5. Guests are expected to leave lodging units in good order. All trash must be placed in receptacles. Failure to obey this request will result in a cleaning fee.
6. Careful fire prevention is expected. Bed clothing and other combustible materials must not be placed on or near stoves and fireplaces. Provided outside pedestal grills may be used for cooking only. Open fires are only permitted in provided ground fire rings. Guests may use portable grills in designated areas only.
7. Beds, couches, and other furniture may not be rearranged.
8. Guests are to attempt to conserve energy by turning off lights, air conditioners, heating units, and kitchen ranges when not in use.
9. All state park indoor facilities are smoke free.
10. Guest vehicles must be parked in designated areas and may not be driven off roads and parking areas. If the number of vehicles exceeds the lodging facility parking space, extra vehicles must park in other areas designated by the Park Superintendent or their designee.
11. Park management is not responsible for damage or loss of guest's property through fire, theft, or otherwise.
12. Any damage to lodging units may result in an additional cleaning or repair fee.

## **II. Camping**

### **A. Reservation Processing Policy – Camping**

1. At time of reservation, camper will be charged a non-refundable, non-discounted reservation deposit of one night's full camping fee per site. This deposit will be applied to the first night fee at time of check-in.
2. If open, guests must register at office before occupying campsite.
3. Reservations may be made up to twelve (12) months in advance of the scheduled arrival date.
4. Barrier-free campsites shall be held as the last available units. Once they are the only units left, they can be offered to anyone. U.S. citizens with 100% and total and permanent disability may reserve specific ADA sites.
5. All reservations with more than five (5) campsites will be required to contact park to process reservation.
6. Persons under eighteen (18) years of age may not rent park campsites.
7. Campsites are not to be rented for parties or entertainment that exceed the unit's occupancy (8).

8. Campsites will not be rented to the same guest in excess of fourteen (14) days during a thirty-day period. Seven (7) day extensions beyond this 14-day limit may be granted by the Park Superintendent when campgrounds are not at capacity. Additional extensions must be approved by the Manager of Operations. Campers will not be permitted to move from one campsite unit to another in the same park to evade these limits.
9. All reservations require a credit or debit card to reserve the campsite and must be presented at the time of the reservation and will be charged at check-in. Guests that make their reservations in person may use cash as a form of payment.
10. Single night reservations for camping may be made for any night, Sunday through Thursday.
11. Weekend reservations will be taken for a minimum of two (2) nights for either Friday and Saturday or Saturday and Sunday.
12. Requests for one night only on a Friday or Saturday night will not be considered more than five (5) days in advance unless it is apparent that accommodations will be available.
13. A three-night minimum will be required when a holiday causes a three-day weekend (Memorial Day, July 4th, and Labor Day).
14. Reserved campsites must be registered to the individual occupying the site.
15. Proof of discount eligibility is required at registration. Guests not able to provide proof of discount eligibility at time of check-in will be charged the full camping fee.
16. Campsite check-in and check-out time is 3:00 p.m. on the same day.
17. Registration and/or occupancy with the purpose of holding a campsite for use by others is prohibited.
18. On the day of registering, campers must occupy the campsite.
19. Guests are prohibited from altering Campsite Expiration Cards or switching campsites without permission.
20. Upon registration (check-in), all guests with reservations must pay the balance for the entire reservation period.
21. Once a campsite is assigned to a camper, moving to another site is permitted through the approval of park staff. Refunds of the fee for a lower priced campsite will not be made unless approved by park management. Guests must pay the difference in campsite fees, should the change involve an upgraded campsite.
22. Campers moving to another site without approval may lose the registered campsite and be asked to leave registered occupied campsite.

## **B. Cancellation (Refund) Policy – Camping**

1. No refund will be made for early departure on a two-day reservation or a three-day holiday weekend reservation.

2. Additional nights can be added to the arrival and departure dates (limited to 14 nights) if it includes honoring the original arrival date.
3. Canceling the original arrival date will require a new reservation and loss of non-refundable first night's stay.
4. The non-refundable, non-discounted reservation deposit will be one night's full camping fee per site. Campers qualifying for camping discounts will be given the discounted rate, at time of registration, which means adjusting first night rate.
5. Reserved campsites will be held until 10:00 a.m. the morning after the arrival date. Failure to notify the park or occupy assigned campsite by 10:00 a.m. will result in loss of the non-refundable reservation deposit, which is one night's full camping fee per site. At this point the campsite will be canceled.
6. Refunds due to extenuating circumstances may be considered by Park Superintendent or their designee.

### **C. Occupancy Policy – Camping**

1. Campsites are limited to occupancy by eight (8) persons, excluding day use guests.
2. A camping unit may consist of no more than two (2) structures, such as: one RV and one tent or two tents; a motorized camping vehicle (pickup camper, motor home, etc.) towing a small trailer, the combined length of which may not exceed the capacity of the camping spur; or two automobiles used as camping shelters.
3. No camping equipment shall be placed on any campsite while that site is officially registered to another camper.
4. In order to maintain safe vehicular passage through a campground, at least two wheels of all vehicles must be parked on an improved hardened surface of the designated campsite. If unable to park on an improved hardened surface and to maintain safe vehicular traffic, vehicles will be parked in other designated parking areas. Boat and utility trailers are allowed to be parked on non-hardened surfaces within the designated campsite.
5. Tents must be pitched on tent pads. If no pad is available, they must be pitched on the ground at the campsite. No trenching. No tent pegs may be driven in asphalt, paved surfaces, or parking areas.
6. Grill fires must be kept small and must be extinguished before leaving the campsite. Open fires, in other than designated ground fire rings, are prohibited without permission.
7. Gas or propane lanterns may not be hung on trees. Metal lantern hangers are provided at each campsite.
8. Quiet hours must be observed between 10:00 p.m. and sunrise.
9. Boats may be launched at official launching sites only.

10. Service animals (American Disabilities Act) are permitted. All dogs within state park public view must be leashed and under physical control to avoid other pets and guests. Dog litter must be cleaned continuously by the owner, bagged or wrapped in paper, and deposited in trash receptacles.

11. During initial contact, camping guests should be advised as follows: Before occupying a campsite, make sure no Campsite Expiration Card is attached to the site post. If the site is occupied, contact uniformed staff or the office immediately. Afterwards, the registered camper will attach their Campsite Expiration Card to the campsite post.

12. State Park camping areas are fee areas for use by registered campers only. The use of such camping areas by picnickers or others who are not registered campers is prohibited.

13. Campers will notify park staff if their campsite is to be unoccupied or unattended for any extended period. If a site is left unoccupied overnight without permission, camping privileges are subject to forfeit without refund.

14. Hammock camping is permitted. Hammock connections to trees should ensure protection of the tree as well as a safety for the guest. Tree saving straps are required, no bolts or fixed anchors can be attached to or placed in trees. Guests will ensure that manufacturer's recommendation are followed in the selection of hammock trees and installation, for their own safety.

- Trees used must be at least 12 inches in diameter (about the width of a dinner plate) at the point a hammock is attached.
- Live trees must be used to hang hammocks.
- Straps must be at least two inches wide, preferably made of nylon or polypropylene.
- We recommend using padding underneath straps to protect trees' bark.
- Do not prune or cut plants to make way for hammocks.
- Hang hammocks for overnight camping within the bounds of the assigned campsite.
- The lowest portion of the hammock will not exceed 48" off the ground.
- Hammocks may not be attached to park structures such as shade shelters, lantern posts or buildings unless specifically authorized.
- Stacking (more than one hammock on top of each other) is not allowed.

NOTE: Park management reserves the right to request that guests leave without refund if they fail to comply with these policies or use lodging facilities for purposes other than those for which they are intended.