

# MARK - UP

ARKANSAS DEPARTMENT OF PARKS AND TOURISM  
MARCH 1, 2004

DIVISION OF STATE PARKS  
PARK DIRECTIVE 3015

## **CAMPING RULES, REGULATIONS, FEE COLLECTION, REGISTRATION, AND RESERVATIONS**

### **I. RULES AND REGULATIONS**

- A. Campsites are limited to occupancy by eight (8) persons, excluding day use guests, and one (1) camping unit, which may consist of no more than two (2) structures, such as:

- 1) One RV and one large tent or two small tents,
- 2) 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,
- 3) Two automobiles used as camping shelters, etc.

The camping unit may not exceed the capacity of the designated campsite as determined by the Park Superintendent or his/her designee. In no case will two or more camping units occupy the same campsite.

- B. Tents must be pitched on tent pads. If no pad is available, they must be pitched on the ground at the site. No trenching. No tent pegs may be driven in asphalt, paved surfaces, or parking areas.
- C. No camping equipment shall be placed on any campsite while that site is officially registered to another camper.
- D. Campers are not considered registered until a registration at the office is completed and the camping fee is paid.
- E. A minimum of one adult (18 years of age and above) must register for and occupy the campsite during the entire registration period. Occupancy exceptions include scout troops, camping groups or multiple family groups when sufficient adult supervision is provided.

- F. Registration must be made at the park office on the day of arrival. On the day of registering for a campsite, campers must occupy the site by the time the VIC closes. Registration of campsites for use by groups or individuals other than the party registering is prohibited except for group reservations. Registration and/or occupancy with the purpose of holding a campsite for use by others is prohibited.
- G. Campers may not occupy campsites within the same park in excess of 14 days within a 30-day period. Seven day extensions beyond this 14-day limit may be granted by the Park Superintendent from April through October, when campgrounds are not at capacity. Additional extensions must be approved by the State Parks Director, for campers who have health problems, are relocating to an area, or are moving due to job reassignment. November through March, longer extensions may be granted by Park Superintendents. Campers will not be permitted to move from one campsite to another in the same park to evade these limits; it being the intent that campers not be permitted to establish a semi-permanent or permanent residence in a state park.
- H. All vehicles and trailers must be parked on hard surfaces or designated sites. One automobile used for transportation or towing may be parked at the campsite. Extra vehicles and visitors vehicles must be parked in designated parking areas.
- I. Motorized vehicles must stay on roads. Motorcycles/Motorbikes may not operate between 10:00 p.m. and sunrise. Unlicensed vehicles may not be operated in state parks. Loud or disturbing vehicles will not be allowed to operate and may be required to leave the park.
- J. Grill fires must be kept small and must be extinguished before leaving the area. Open fires, in other than designated sites, are prohibited without permission.
- K. Gas or propane lanterns may not be hung on trees. Metal lantern hangers are provided at each campsite.
- L. 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.
- M. Quiet must be observed between 10:00 p.m. and sunrise.

- N. Boats may be launched at launching sites only. Boat trailers must be parked at launching sites or in designated parking areas. Parking boat trailers at campsites may be permitted when, in the judgment of the Park Superintendent or his/her designee, the trailer will not damage the site or area.
- O. Pets must be on leash and under control. Pet litter must be cleaned up continuously by owner, bagged or wrapped in paper, and deposited in trash cans. Pets disturbing other campers must be brought under control by owners immediately or removed from the park (see PD 3130).

## **II. REGISTRATION**

- A. Each park staff will devise a campground layout map showing the camp areas and each numbered site in relation to major features of the park. This will assist park staff when assigning sites and help guests in locating sites.
- B. The registering attendant will assign all campsites. Under no circumstances will a guest be advised to go out and select and occupy a site then return to register. THERE WILL BE NO EXCEPTIONS.
  - 1. The attendant should visually verify all camping units.
  - 2. Guests may be assigned a requested site if the requested site is available and if the site has the capability of accommodating the requesting guests camping rig, equipment, and gear.
  - 3. Campsites with 50 amp or larger electrical service will be held for camping units that need larger electrical capacity. If no reservation requests for 50 amp or larger electrical service sites have been received, they may be rented on a first come, first served basis.
- C. During initial contact, camping guests should be advised as follows:
  - 1. Before occupying a site, make sure no Campsite Expiration Card (Form #341) is attached to the site post. If the site is occupied, contact uniformed staff or the office immediately;

2. Attach the Campsite Expiration Card (Form #341) to the site post;
3. Notify park staff if the site is to be unoccupied or unattended for any extended period;

NOTE: If a site is left unoccupied overnight without permission, camping privileges are subject to forfeit without refund.

- D. The expiration date should be recorded in large letters on the Camping Campsite Expiration Card (Form #341) so it is readily visible during campground rounds.
- E. Campsites must be vacated by 3:00 p.m. on date of expiration.
- F. If an extension is desired, guests must verify availability at the Visitor Information Center and re-register by 10:00 a.m. on the camping expiration date or the site will become available for others.
- G. Guests are prohibited from altering Campsite Expiration Cards or switching sites without permission.
- H. DESIGNATED PERSONNEL WILL CHECK CAMPGROUNDS REGULARLY BEFORE 7:00 A.M. AND AFTER 3:00 P.M. TO ENSURE ALL GUESTS ARE REGISTERED.
  1. Guests not registered will be required to do so at the VIC;
  2. Guests not extending their stay will be advised to vacate the site by 3:00 p.m.
- I. Once a site number is assigned to a camper, moving to another site is permitted only by re-registering. Campers moving to another site without re-registering could lose the registered site.
- J. Superintendents, as well as other park staff, should be alert for guests who “reserve” sites for other family members or friends by arranging for “replacements” to arrive at a site, occupying it as the first party departs.

Strict enforcement of the 10:00 a.m. re-register requirement and 3:00 p.m. departure requirement, along with frequent campground checks, will help control this.

### **III. LATE ARRIVAL NOTICE OF REGISTRATION PROCEDURES**

- A. Appropriate signs directing campers to register at the office will be posted in a highly visible location. Per the Sign Manual, this sign will read “Campers Must Register at Office before Occupying a Site.”
- B. Camping fees will be posted in the park office. A sign reading “Check-Out Time – 3:00 p.m. – Re-register by 10:00 a.m.” will be placed at the park office and in camping areas.
- C. When the park office is closed, a sign that reads “CLOSED – Campers Occupy an “Available” Site and Register at the Office at 8:00 a.m. Tomorrow” will be placed on the door. It must be easily read from outside the office. The sign will list the location and telephone number of a park employee to contact in case of an emergency.

NOTE: This information will also be posted on all park bulletin boards.

- D. The employee patrolling the campground after the office is closed should fill out a Late Arrival Campsite Report (Form 268) and leave a notice instructing guests of registration procedures.
  - 1. The office copy will be placed in a designated file at the registration desk by 8:00 a.m., when the file will be checked.
  - 2. When the office opens, all occupied sites should be marked. This will help the attendant when registering sites to new arrivals.
  - 3. A uniformed employee should check late arrival sites before 10:00 a.m. to remind guests of registration procedures.
  - 4. If a guest has left the park without registering or paying the site fee, the Superintendent will contact the guest - by registered letter - requesting payment.

- a. A copy of the Late Arrival Campsite Report Form should be attached to the letter;
- b. A copy of the letter and form should remain in a designated file;
- c. This file should be reviewed periodically by the Regional Supervisor.

NOTE: If late arrivals become a problem, the Superintendent should notify the Regional Supervisor, who will contact the Manager of Operations for assistance.

#### **IV. CAMPING**

- A. All defined campsites will be numbered using three (3) inch routed numbers mounted on a post (per the Park Design Standards Manual). Each numbered plate will be equipped with a suitable spring-loaded clip or other device used for securing the Campsite Expiration Card.
- B. Under no circumstances may a guest leave a camping unit in a site to be used as a “vacation home” by different guests. To aid in detecting this type of activity, uniformed personnel should routinely check guest registration information.
- C. When developed campgrounds are filled, guests may be placed in approved overflow areas and charged the overflow rate as indicated in PD 2000. Permits will be issued on a daily basis until a regular campsite becomes available.
  1. A suitable log sheet labeled “OVERFLOW” will be kept on a daily basis to record name, camping receipt number, and time of arrival;
  2. Guests will be advised to return to the VIC at 8:00 a.m. the following day to wait for a vacant site or – if desired – re-register for another day in the overflow area;
  3. Priority for assignment to vacated sites will be to those present at the VIC in the order listed on the overflow log sheet;

4. Guests on the overflow log sheet who wish to register for a vacated site will be given priority over new arrivals.
- D. Campground capacities will not be exceeded. When campgrounds and overflow areas are filled to design capacity, they will be closed and guests turned away.

## V. CAMPSITE RESERVATION PROCEDURES

~~Sixty percent of each park's available campsites shall be reserveable. Any site in a campground is reserveable. In instances where extended stays occur, the 60% may be exceeded. However, each Superintendent should strive not to exceed 60%.~~

***One hundred percent (100%) of each park's available campsites shall be reserveable, and campers may reserve a specific site.***

Barrier free campsites shall be held as the last available units. Once they are the only units left, they can be offered to anyone. Visitors with qualifying disabilities may reserve specific ADA sites.

### A. RESERVATION PROCEDURES

1. Reservations may be made up to twelve (12) months in advance of the scheduled arrival date. A requested site may be assigned at the time a reservation is made, if available, and if the site has the capability of accommodating the requesting guests camping rig, equipment, and gear.
2. Single night reservations may be made for any night Sunday through Thursday.

Weekend reservations will be taken for a minimum of two (2) nights – Friday and Saturday.

With the exception of holiday weekends, requests for one night only on a Friday or Saturday will not be considered more than one week prior to arrival date. However, the Superintendent or his/her designee may waive this requirement if it is apparent that sites will be available.

3. A three night minimum will be required when a holiday causes a three-day weekend, i.e. Memorial Day weekend, July 4th weekend when applicable, Labor Day weekend, etc.
4. ***Up to twenty percent (20%) of each park's high demand sites must be reserved for a minimum length of stay of three (3) nights (Thursday, Friday and Saturday nights) on weekends, and four (4) nights (Thursday, Friday, Saturday and Sunday nights) on holiday weekends. Any of these high demand sites that have not been reserved will be released on Fridays to be rented for the weekend.***
5. The non-refundable reservation deposit will be one night's full basic camping fee per site, plus tax. The non-refundable reservation fee for those qualifying for camping discounts per PD 2000.2 will be the discounted rate, plus tax.
6. The non-refundable reservation deposit can be made by credit card or debit card only, and the transaction will be processed at the time the reservation is made. A personal check may be accepted when the reservation is made in person.
7. Confirmed reserved sites will be held until 10:00 a.m. on the day following the scheduled arrival date.

**B. REGISTRATION PROCEDURES FOR RESERVED SITES**

1. Each reserved site must be registered to the individual occupying the site. This applies to group reservations, where registration still must be on an individual basis.
2. Upon registration, all guests with reservations must pay the balance for the entire reservation period.
3. Proof of discount eligibility is required at registration. Guests not able to provide proof of discount eligibility will be charged the full basic camping fee. (See PD 2000.2)



NOTE: Each park staff is urged to maintain a file of persons who have proved they are eligible for the approved discounts.

5. During the reservation period, guests may change sites subject to availability. Refunds for the reservation fee for a lower priced campsite fee will not be made. Guests must pay the difference in campsite fees, should the change involve an upgrade.
6. No refund will be made for early departure on a two-day reservation or a three-day holiday weekend reservation.
7. Habitual no-shows, premature departures, or other abuses of this reservation system will result in loss of reservation privileges or the requirement of full payment for the entire reservation period - in advance - with no refunds.

#### C. LATE ARRIVALS WITH RESERVATIONS

1. As part of evening campground rounds, staff will check the reservation log against the campground to see if any guests have confirmed reservations but have not registered. If any are found, assign an available site, designate it as "reserved", and place the guest's name and site number on the Late Arrival Reservation Form. Upon closing the VIC, post the Late Arrival Reservation Form at the VIC so it is clearly visible from the outside.
2. If a guest has not registered for the remainder of the reservation period by 10:00 a.m. on the day following the scheduled arrival date, the reservation is forfeited.
4. If a guest in a reserved site leaves before the end of the reservation period, "premature departure" should be entered in client information. If a guest registers for a period of time less than the reservation period, this should be entered as well.

Replaces PD 2005 - Camping Registration & Fee Collection

PD 2006 - Campsite Reservation Procedures

PD 2150 - Permanent Camping Shelters

PD 3015 - Camping Rules and Regulations dated August 19, 1977

Related PDs: 2000 – Fees and Charges  
3130 – Pets and Animals

Related Forms: 268 – Late Arrival Campsite Report (example included)  
333 – Late Arrival Reservation Form (example included)  
341 – Campsite Expiration Card (example included)

APPROVED BY: \_\_\_\_\_  
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