



# REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 7.12

Group Campground Reservations

## I. POLICY

It is the policy of the Riverside County Regional Park and Open-Space District (District) to encourage group campground reservations at District camping facilities while promoting responsible fiscal management and safe, efficient campground operations.

## II. PURPOSE

To define the policy and procedure for groups wishing to reserve campgrounds and to establish procedures for collecting payment for group camping.

## III. DEFINITIONS

**Group Camping** Reservations of designated group campgrounds, group sites, or reservations where individual campsites are booked in a group by one individual or organization.

**Customer** The person named on the reservation as responsible for making payment(s) for the group.

**Reservation Fee** The fee charged per group campsite. This fee is charged in addition to any per-person and/or nightly charges and applies to all categories of group campsites.

**Initial Payment** The minimum initial payment on a group camping reservation required to confirm and reserve the desired site and date.

**Balance** The remaining payment due after all occupancy has been determined and the initial payment has been paid.

**Youth Group** A group in which the entire attendance, with the exception of the organizer(s) and/or leader(s), is comprised of children aged 2 to 12 (unless otherwise approved by the District). Groups that do not meet this criterion shall be deemed Adult Groups.



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### IV. PROCEDURE

- A. Group campground reservations may be made in person or by phone at the District's Reservation Office. Group reservations are accepted up to six (6) months in advance or within two weeks of the requested reservation date, based upon site availability. All group reservations are taken on a first-come, first-served basis.
- B. Group reservation fees charged will conform to the Board Approved Use Fees Resolution.
- C. All group camping reservations shall be charged the Group Camping Reservation Fee for each group site.
- D. There are three categories of group campsites: **Flat-rate**, **Converted**, and **Invoiced**.
  1. **Flat-rate** group campsites feature a designated flat-rate, per-night price, regardless of the number of occupants, and require full payment at the time of reservation. Group sites that fall into the category of Flat-rate group campsites include: Lake Skinner Developed Group Loops A and B and Lake Skinner Overflow Adult Group.
  2. **Converted** group campsites are individual sites that have been reserved collectively as a group and converted into a single rate per night. Converted group campsites require full payment at the time of reservation. Sites that fall into the category of Converted group campsites include: Lake Skinner Youth Individual Sites and Mayflower Youth Group.
    - a. The rate for Converted groups is assessed by taking the number of people in the group and dividing by the maximum six (6) persons per site. This number determines the quantity of individual campsites that will be reserved collectively and converted into a group site.





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payment arrangement has been previously approved by the District in writing.

- f. To encourage full pre-payment of Invoiced group reservations, a discount may be extended to those group camping reservations that are: 1) entirely pre-paid at the time of reservation; and 2) firm on, and will not exceed, the number of occupants that will be staying. On reservations receiving the discount, no refunds will be given for overestimated attendance.
4. Cancellations of Group Camping reservations shall be subject to the following fees:
    - a. Cancellation fee in effect at the time if cancelled 60 days or more prior to the arrival date and check-in time.
    - b. Cancellation fee in effect at the time plus one-half of the first night's camping fee if cancelled 59 days to 48 hours prior to the arrival date and check-in time.
    - c. Cancellations less than 48 hours prior to the arrival date and check-in time shall forfeit all fees.

**Policy 7.12 Group Camping Reservations**

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