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### **Administrative Procedure # A -P - 3**

**Subject:** Issuance of Stay Use Park Pass

**Effective Date:** July 1, 2014

**Procedure Statement:**

To issue park passes to the public for use and stay at State Park and Lodge sites.

**Definitions:**

Vehicle – Any wheeled conveyance for the transportation of persons or materials, which conveyance is powered by a motor, including but not limited to automobiles, trucks, motorcycles and scooters, and golf carts, but excluding motorized wheelchairs

Van - Any vehicle that has a passenger capacity of 13 -30 people

Bus – Any vehicle that has a passenger capacity of greater than 30 persons.

**Procedure:**

Park passes to be issued at park offices at time of registration for cottages, lodges, campsites, and stay use group camps. The charge for each vehicle is \$5.00 for the duration of the stay.

1. Active users should ring up the sale of park passes at the sales or check in screens. Fill in the type and the number of passes in appropriate field and issue receipt for payment. The Active system has been automatically loaded to adjust for non-taxed passes.
2. For stay use group camp guest, the group leader will pick up the supply of Stay Use Passes upon check-in. The number issued will be recorded on the group camp contract and initialed by the leader. At checkout, the group will pay \$5.00 for each pass that was issued to them.
3. Include this revenue with daily deposits. Then at the end of the week include the revenue in wire transfer to Atlanta.

**NOTE:** Park passes are not taxed.

A stay use pass can be refunded for an Annual Pass prior to the expiration date, if this is done, give a refund for the stay use pass, not a discount on the Annual Pass purchase.

Active Military and Veterans can purchase the “Stay Use Pass” at the reduced rate of 25 % off the normal rate. Active and Veteran Military should provide a Military ID.

Guests that arrive on a bus can purchase a “Stay Use Pass” at the rate of \$70.00. A bus is defined as seating more than 30 individuals.

Guest that arrive on a van may purchase a “Stay Use Pass” at the rate of \$30.00. A van is defined as seating 13-30 individuals.

Golf carts and low speed vehicles are required to display a valid Park Pass.

Disabled veterans can purchase the “Stay Use Pass” at the reduced rate of 25 % off the normal rate. Appropriate “ID” (VSO Form 22 or a Certificate of Eligibility) is required to receive this reduced rate.

## **EXEMPTIONS**

A. School groups, including vocational schools, colleges and universities, accompanied by one or more teachers.

B. Daily lodge restaurant users.

C. Individuals attending one-day conferences at lodges (not including overnight guests).

D. Government, delivery, and service vehicles where the drivers or passengers are conducting business with authorized representatives of the department.

E. Visitors to historic sites where admission is charged.

F. Visitors for special events sponsored or co-sponsored by an outside group or community organization, at the discretion of the site manager.

G. Golfers parked at golf course parking lots, where a portion of the greens fees is applied to the parking pass program.

H. A Vehicle in tow behind an RV.

I. A ParkPass is not required for vehicles transporting participants to and from Hunter Safety Classes held on State Parks. It is permissible for the vehicle to remain on the park during class times without a ParkPass being displayed. If this creates a ParkPass compliance issue for your park, issue the driver a day-use pass at no charge.

**Authority:** (if applicable)

**O.C.G.A. 12-3-9**

**O.C.G.A. 12-3-10-Q**  
**DNR RULES 391-5-3**

**Attachments:**

Attachment – N/A