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I. PURPOSE

The purpose of this manual is to consolidate the policies, procedures and forms related to the operation of all RI State Parks camping areas in order to provide a consistent and standardized approach to the camping public as well as to assist employees in meeting the needs of the camping public in a friendly and efficient manner

II. CAMPING POLICIES AND PROCEDURES

In addition to the policies and procedures listed below, many campgrounds contain rules and policies specific to the individual campground and its resources. Please review the specific rules and policies pertaining to the individual campgrounds prior to reserving a campsite.

A. AGE LIMITATIONS

- 1. Must be eighteen (18) years of age or older to rent a campsite.
- 2. No person under the age of eighteen (18) will be permitted to camp unless accompanied and supervised by a person 18 years of age or older.
- 3. See Primary Occupant for additional information.

B. ALCOHOLIC BEVERAGES

- 1. No person shall possess, drink, sell or offer for sale any alcoholic beverages in campgrounds operated by the State of RI.
- 2. Any person found to be in violation of this rule will be immediately removed from the campground. A refund will not be issued.

C. BICYCLES, ELECTRICALLY OR GAS OPERATOR PROPELLED VEHICLES, HOVER BOARDS

- All electrically propelled devices, except those used to assist handicap or disabled persons are prohibited on state property unless prior permission has been obtained by the Regional Manager.
- 2. Operating or riding a bicycle, scooter, skate board or other operator propelled vehicle or device in any portion of the campground may be prohibited if the Regional Manager determines that conditions are unsafe for the operation of such vehicles.

D. CABINS

- 1. Cabins are located at Burlingame State Campground. The cabins are rustic and include two (2) bunk beds with springs/board for the base.
- 2. Mattresses and bedding are not provided. Air mattresses are strongly recommended.
- 3. Cabins can only accommodate 4 persons.
- 4. Cabins sites are limited to a maximum of (6) persons and the amount of vehicles listed on the site description, no exceptions.
- 5. One (1) tent per cabin is allowed.

E. CALL CENTER HOURS FOR RESERVE AMERICA

- 1. April 15th to Labor Day
 - a. Monday Friday [8:00 a.m. to 8:00 p.m.]
 - b. Saturday Sunday [9:00 a.m. to 3:00 p.m.]
- 2. Labor Day to April 14th
 - a. Monday Friday [9:00 a.m. to 5:00 p.m.]
 - b. Saturday Sunday [Closed]
- 3. Online reservations can be made 24 hours a day, 365 days a year.

F. CAMPING AREAS

- 1. Burlingame State Campground
- 2. Charlestown Breachway Campground
- 3. East Beach State Campground
- 4. Fishermen's Memorial Campground
- 5. George Washington State Campground

G. CAMPSITES

- 1. Campsites with a maximum vehicle length of 0' in the site description are for tent camping only.
- 2. Number of tents allowed on a campsite varies from campground to campground and can be found in the specific site description on the Reserve America website.

H. CANCELLATIONS

- 1. Cancellations or changes to a reservation will be assessed a fee of \$10.00 and **MUST BE** made by 8:00 PM the day prior to your scheduled arrival date. Failure to cancel or change by this deadline will result in forfeiture of your entire payment.
- 2. Cancellations or changes to a reservation can be made by contacting Reserve America during the <u>Call Center Hours</u> at 1.877.742.2675 or by logging into your Reserve America account.

I. CHECK IN

- 1. Check In: 1:00 PM Check Out: 11:00 AM
- Occupancy of the campsite is required on the first night of the reservation. A campsite
 unoccupied during this initial period is declared a no show and will be reassigned with all
 payment forfeited. Please call the campground if you are going to be late arriving for your
 reservation.

J. EMERGENCY CLOSURE

- 1. In the event RI State Parks must close a park or campground (due to a named storm or other emergency) the affected campers will be given a refund of the unused portion of their reservation.
 - a. If the campground remains open and the camper elects to leave, the action will be treated as an Early Departure and no refund will be given.
- 2. Closure of part or all of East Beach may occur during the camping season due to the nesting of a tiny shorebird called the Piping Plover. The Piping Plover is listed as a threatened species under the Federal Endangered Species Act. If a closure should occur, reservations will be cancelled and refunded in full.

K. FEES

CAMPING – DAILY RATE	RESIDENT	NON-RESIDENT
Tent (No Hookups / Per Site)	\$ 14.00	\$ 20.00
Water, Electric & Trailer / Per Site	\$ 18.00	\$ 25.00
Water, Electric, Sewer & Trailer / Per Site	\$ 20.00	\$ 35.00
Primitive Cabins (No Water or Electric / Per Site)	\$ 35.00	\$ 35.00
Visitors Pass / Per Vehicle	\$ 2.00	\$ 2.00
Second Car Pass / Per Vehicle	\$ 4.00	\$ 6.00
Septic Dump Station / Per Vehicle / Non-Camper	\$ 5.00	\$ 5.00
Showers	As Metered	As Metered

L. FIRES AND FIREWOOD

- 1. Fires, including charcoal fires, are only allowed in designated areas or with written permission. No fires will be started or maintained unless under the constant supervision of a responsible person. All exterior fires must be fully extinguished by the campsite or cabin occupant prior to departure.
- 2. Please do not bring firewood from out of state! If you are planning to camp during an upcoming trip to RI, please help protect our public lands by buying local firewood near your destination campground. Firewood can spread harmful insect pests and diseases.
- 3. Burning of trash is prohibited.

M. FIREARMS

The possession or use of bow and arrow or firearms is prohibited in campgrounds operated by the State of RI.

N. FIREWORKS

The possession or use of all classes of fireworks is prohibited in campgrounds operated by the State of RI.

O. GENERATOR USE

- 1. Generators can be excessively loud and / or may omit fumes that can be obnoxious to other campers. Therefore,
 - a. Generator use is permitted between the hours of 8:00 AM and 8:00 PM.
 - b. Generator quiet hours are between the hours of 8:00 PM and 8:00 AM (no exceptions).
- 2. Generator cannot be situated under the window of the camping unit in the neighboring campsite. Generator exhaust cannot be pointed in the direction of neighboring campsite.

P. GREY WATER

The discharge of grey or black water in the environment has been found to be a significant risk to public health. Release of grey or black water is prohibited, except at designated dump stations.

Q. GROUP CAMPING

Any group or organization bringing youths under the age of eighteen (18) into any campground or management area must provide adequate adult supervision for these youths and their activities.

R. INTERNET CUSTOMERS

All reservation policies and restrictions apply to Internet customers. Prior to finishing a reservation transaction, the Internet customer is asked to "agree" to all the terms given. Refunds are not available for misunderstanding of terms.

S. LOITERING

Loitering is prohibited in and around restrooms.

T. MINIMUM STAY POLICY

- 1. A minimum stay of four (4) nights is required during the Peak Season.
 - a. Exception: George Washington State Campground is a minimum three (3) night stay during Peak Season. Only walk-ins will be allowed to stay for less than the minimum requirement during Peak Season.
- 2. Any campsite that has not been reserved will be released on June 1 of the current calendar year and may be reserved for a one (1) night minimum stay.
- 3. A minimum stay of one (1) night is required during the Off-Peak Season.

U. MAXIMUM STAY POLICY

- 1. A maximum stay of fourteen (14) nights is allowed during the Peak Season.
 - a. Exception: A maximum stay of seven (7) nights is allowed during the Peak Season at Charlestown Breachway State Campground and East Beach State Campground.
- 2. A maximum stay of twenty-one (21) nights is allowed during the Off-Peak Season.

V. OCCUPANCY

- 1. Occupancy of the campsite is required on the first night of the reservation. A campsite unoccupied during this initial period is declared a No Show with all payment forfeited. Please call the campground if you are going to be late arriving for your reservation.
- 2. The Primary Occupant must be present to check-in and register for a campsite and must be eighteen (18) years of age or older.
 - a. Refer to Primary Occupant for further requirements.
- 3. Only one family (immediate family) is allowed per campsite.
- 4. Non-family groups shall be limited to six (6) persons per campsite.
- 5. Any person voided on a camping permit is not allowed to reenter any camping area for the duration of the camping season.

W. PENALTIES

Any person found to have violated any rule and / or regulation will be subject to a fine not to exceed \$100.00 for each violation.

X. PET POLICY

Burlingame State Campground, Fishermen's Memorial State Campground and George Washington State Campground welcomes family pets (cats and dogs) that are well socialized, friendly and happy.

- 1. Only two (2) pets per campsite are allowed.
- 2. Pets must be on a leash, no more than 6 feet, at all times.
- 3. Pets may not create a disturbance or nuisance. Excessive barking is a disturbance.
- 4. Pets may not be left unattended in your RV, on your site, or in any vehicle, as to disturb others while you are away.

- 5. Pet owners are responsible for cleaning up after their pet(s). Pet owners who are not in compliance will be asked to leave the campground with no refund.
- 6. Pets are not permitted at any RI State Beaches.
- 7. A current Rabies vaccination license is required.
- 8. Must submit Pet Registration and Certification form at check-in.

Y. PRIMARY OCCUPANT

- 1. Must be present to check in and register for the campsite and must be 18 years of age or older.
- 2. Must present valid government issued photo identification and a valid vehicle registration and if necessary the camper registration.
- 3. Must list the first and last names of camping party as only the names listed are allowed to occupy the campsite.
- 4. Responsible for compliance of the rules and regulations of the RI DEM.

Z. PROTECTION OF STATE PROPERTY

- 1. Campers / visitors will not deface, remove, destroy or injure any living tree, flower, shrub, fern or other plant, rock, fossil or mineral found or growing on state lands. Wildlife and their nests will not be disturbed or fed.
- 2. Campers / visitors will not deface, damage or destroy any structure or property of the campground including, but not limited to, picnic table, grill, drinking fountain, fence, stone wall, monument or artifact.
- 3. Any person found to be in violation of this rule will be immediately removed from the campground. A refund will not be issued.
- 4. Campers and their guests will be held financially responsible for any damage to state property and may be subject to legal action.

AA. QUIET HOURS

Quiet hours will be maintained in and around all areas used for camping between the hours of 10:00 PM - 7:00 AM.

BB. REFUND GUIDELINES

1. Routine Cancellations

- a. Cancellations made by 8:00 PM the night prior to arrival will result in a refund equal to the amount already paid minus the non-refundable reservation fee and cancellation fee.
 - i. Failure to cancel or change the reservation by this deadline will result in forfeiture of your entire payment.
 - ii. Campers may cancel their reservation online by logging into their Reserve America account or by contacting the <u>Reserve America Call Center</u> during their operating hours.

2. Early Departures

- a. Early Departures occur when a camper leaves the campground prior to the end of the reservation period.
- b. Refunds for Early Departures are only granted to campers who provide documentation of an emergency situation which required them to leave early.
 - i. Campers who wish to check out early must notify the campground clerks and complete an Early Departure Form.
 - ii. Campers who do not notify the campground and do not complete an Early Departure Form will not be eligible for a refund regardless of extenuating circumstances as all Early Departures must be noted in the system.
- c. Regardless of the emergency, a full refund will NOT be issued. Problems within the campground that would prevent a camper from utilizing the campsite, such as flooding may result in a full refund.

3. Other

a. Refunds will not be issued for weather, site conditions, no-shows, cancellations or early departures on or after the arrival date.

CC. RESERVATIONS

- 1. Reservations may be made by telephone (1.877.742.2675) during <u>Call Center Hours</u> or online through Reserve America (http://rhodeislandstateparks.reserveamerica.com/).
- 2. Reservations are accepted up to a maximum of (12) months in advance of the current date.
- 3. The minimum reservation window for Charlestown Breachway, East Beach and Fishermen's Memorial is (1) day in advance of arrival.
- 4. The minimum reservation window for Burlingame State Campground and George Washington State Campground is same day by 12:00 PM.
- 5. Customers that wish to reserve a campsite on the day of arrival must reserve the campsite directly at the campground on a first come, first serve basis.
- 6. A maximum of three (3) reservations, with the same dates and the same customer name, may be made at one time. However, there must be a different Primary Occupant listed for each reservation. See <u>Primary Occupant</u> for additional information.
- 7. All reservation policies and restrictions apply to Internet customers. Prior to finishing a reservation transaction, the Internet customer is asked to "agree" to all the terms given. Refunds are not available for misunderstanding of terms.

DD. RESERVATION FEES

- 1. Non-refundable reservation fee of \$10.00 through Call Center [1-877-742-2675].
- 2. Non-refundable reservation fee of \$9.00 through Internet.
- 3. Non-refundable fee of \$10.00 to change a reservation.
- 4. Non-refundable fee of \$10.00 to change reservation dates:
 - a. Date changes can be made up to one day prior to arrival.
 - b. Park to Park transfers ARE NOT allowed
- 5. Non-Refundable fee of \$10.00 to cancel a reservation.
 - a. Changing the primary occupant on the reservation is considered a cancellation.

- 6. Entry for one (1) vehicle is included in the reservation fees.
 - a. For an additional vehicle the customer will be charged:
 - i. \$4.00 for RI Residents
 - ii. \$6.00 for Non RI Residents
 - iii. The additional charges will be collected at the campground

EE. SANITATION

- 1. Campsites and cabins must be kept in neat, clean and sanitary conditions. Campers are not permitted to wash dishes, clothes or their own person at water fountains or spigots.
- 2. Vehicles must discharge waste and wastewater only into the campground's designated disposal stations.
- 3. Campers must adhere to specific Carry In / Carry Out policies and follow the campgrounds' recycling policies and procedures.

FF. SEASON DATES

- 1. Peak Season runs from the fourth Friday in May to the last Sunday before Labor Day weekend.
 - a. Reservations during this time are subject to a four (4) night minimum stay.
 - i. Exception: George Washington State Campground is a minimum three (3) night stay during Peak Season.
- 2. The Non-Peak Season is in effect all other times and requires a one (1) night minimum stay.

GG. SMOKING PROHIBITED

A person may not smoke tobacco or any other substance in, on or within 200 feet of a beach, playground, snack bar, shelter, business facility, enclosed area, public place or restroom.

HH. STAY LENGTH

- 1. A camping party, defined as the <u>Primary Occupant</u> listed on the reservation, any member of the party and/or any of the equipment used by the party, stay is limited to:
 - a. A maximum stay, at one facility, of fourteen (14) reservable nights during Peak Season and twenty-one (21) reservable nights during Off-Peak Season.
 - i. Exception: A maximum stay of seven (7) nights is allowed during the Peak Season at Charlestown Breachway State Campground and East Beach State Campground.
 - b. Permit renewals are limited to three (3) within the maximum allowable stay period and must be obtained prior to 8:30 AM on the date of permit expiration.
 - c. Circumventing the policies by combining multiple reservations that exceed the maximum allowable stay could result in a mandatory reduction of the combined stay with all fees forfeited.
 - d. Following maximum allowable stay, the camping party must leave the campground for a minimum of seven (7) days. This leave policy is mandatory.
 - e. All camping equipment must be removed from the campground at the end of each stay.
 - f. Subletting of campsites or cabins is prohibited.
 - g. If a member of a camping party attempts to violate the mandatory leave policy by making multiple reservations with a different Primary Occupant and utilizing the same camping equipment they will not be allowed to check into the reserved campsite, the reservation will be canceled and all fees will be forfeited.

II. VEHICLE REGISTRATION

- 1. All motor vehicles must be legally street registered and operated by a licensed driver.
- 2. A valid vehicle registration is required prior to checking into any campsite. Customers who present an invalid or expired vehicle registration will not be allowed to check into their campsite and will not be eligible for a refund.

JJ. VISITORS

All visitors must vacate the campground by 10:00 PM.

KK. VIOLATIONS

- 1. Customers that misrepresent name, address, number of occupants or any other information in order to circumvent reservation policies will not be accommodated upon arrival at the campground.
- 2. Violation of any rule and/or regulation is grounds for revocation of the camping permit and eviction from the campground. If a permit is revoked, no refund will be issued. Any person or persons voided on a camping permit are not allowed to reenter any camping area for the duration of the camping season.

AREA SPECIFIC: BURLINGAME STATE CAMPGROUND

Located next to Watchaug Pond in Charlestown, this spacious campground includes approximately 700 campsites, as well as 20 cabins. The campground also features a boat ramp, freshwater beach, hiking trails, playground and a recreation center with arcade games.

- 1. The minimum reservation window is same day by 12:00 PM.
- 2. Septic Dump Station is available at no charge for registered campers.
 - a. Septic Dump station is available for a fee of \$5.00 for non-registered campers.
- 3. Cabins are rustic with no utilities offered:
 - a. Cabins can only accommodate four (4) persons.
 - b. Cabin sites are limited to a maximum of six (6) persons and the amount of vehicles listed on the campsite description. No exceptions.
 - c. Two bunk beds are available in each.
 - d. The bunk beds have springs/board for the base.
 - e. Mattresses and bedding are not provided. Air mattresses are strongly recommended.
 - f. One (1) tent per cabin is allowed.
- 4. No utilities available in campground.
- 5. Pets are allowed. Must submit Pet Registration and Certification form at check-in.

Contact Information:

Address: 1 Burlingame State Park Road, Charlestown, RI 02813

Telephone: 401.322.7337

AREA SPECIFIC: CHARLESTOWN BREACHWAY STATE CAMPGROUND

Located on the east side of the "Breachway" is a camping area with panoramic views of Block Island Sound and within walking distance to Charlestown State Beach. The Breachway also has a boat launch with limited parking.

- 1. All camping units MUST BE self-contained. A self-contained unit is defined as "A camping unit which contains permanent holding tanks for potable water, grey water and black water. Bathroom equipment must be permanently affixed to the unit.
- 2. Only one (1) additional towed or non-towed vehicle is allowed to be parked in the camping area per site. A second car vehicle pass is required.
- 3. Camping units with any type of canvas top will not be allowed in the day use area or the camping area.
- 4. Registered campers will be allowed to utilize the Septic Dump Station at Burlingame State Campground and/or Fishermen's Memorial State Campground, at no charge.
 - a. Must show proof of active and valid reservation.
- 5. No utilities available.
- 6. Open fires are not allowed.
- 7. Pets are not allowed.
- 8. Visitors to the camping area are required to pay the daily beach parking fee and park in the day use parking lot.

Contact Information:

Address: Charlestown Beach Road, Charlestown, RI 02813

Telephone: 401.322.8910

AREA SPECIFIC: EAST BEACH STATE CAMPGROUND

Specialty camping on three (3) miles of undeveloped beach frontage is available at East Beach State Campground.

- 1. All camping units MUST BE self-contained AND equipped with 4-wheel drive.
 - a. A self-contained unit is defined as "A camping unit which contains permanent holding tanks for potable water, grey water and black water. Bathroom equipment must be permanently affixed to the unit."
- 2. Tow trailers or Fifth Wheels are not allowed.
- All campers MUST obtain a Barrier Beach Permit prior to their stay. The permit is required
 for driving on any RI State Barrier Beach or access road. Barrier Beach permits are valid
 from July 1st through June 30th of the following year and must be renewed.
 - a. Passes can be purchased at Coastal Resources Management Council (CRMC) Monday through Friday 9:30 AM to 12:00 PM and 1:00 PM to 3:30 PM. Passes can be purchased at Burlingame State Campground from June 1 to the Sunday before Columbus Day. Please call Burlingame State Campground at 401.322.8910 for office hours and availability.
- 4. A beach parking fee will also be required for any vehicle using the East Beach Sand Trail during the summer beach season unless registered for a campsite.
- 5. Closure of part or all of East Beach may occur during the camping season due to the nesting of a tiny shorebird called the Piping Plover. The Piping Plover is listed as a threatened species under the Federal Endangered Species Act. If a closure should occur, reservations will be cancelled and refunded in full.
- 6. Registered campers will be allowed to utilize the Septic Dump Station at Burlingame State Campground and/or Fishermen's Memorial State Campground, at no charge.
 - a. Must show proof of active and valid reservation.
- 7. No utilities available.
- 8. Tent camping is not allowed.
- 9. Pets are not allowed.

Contact Information:

Address: East Beach Road, Charlestown, RI 02813

Telephone: 401.322.8910

AREA SPECIFIC: FISHERMEN'S MEMORIAL STATE CAMPGROUND

Fishermen's Memorial Campground is located in close proximity to Roger Wheeler State Beach, Salty Brine State Beach and Scarborough State Beach. The campground is also approximately one (1) mile from the Block Island Ferry Dock and 30 minutes from scenic Newport.

- 1. Area 1 and Area 2 Electric, Sewer and Water is available.
 - a. Area 1 is RV Only
 - b. Area 2 is Tent or RV
- 2. Area 3 No utilities available.
 - a. Tents and Canvas Pop-Ups only.
- 3. Area 4 Electric and Water is available.
 - a. Tent or RV
 - b. The electrical service in Area 4 is not adequate for RV air conditioning units during extreme heat and use may be restricted during Peak use times. This rule also applies to heaters during the cooler months.
- 4. Pets are allowed. Must submit Pet Registration and Certification form at check-in.
- 5. Septic Dump Station is available at no charge for registered campers.
 - a. Septic Dump station is available for a fee of \$5.00 for non-registered campers.

Contact Information:

Address: 1011 Point Judith Road, Narragansett, RI 02882

Telephone: 401.789.8374

AREA SPECIFIC: GEORGE WASHINGTON STATE CAMPGROUND

Located within the 4000 acre George Washington Management Area and on the shores of Bowdish Reservoir, the overnight 100 acre George Washington Memorial Camping Area is an overnight, primitive camping facility with sixty-two (62) well-spaced gravel sites suitable for tents, trailers and RV's, offering a multitude of opportunities to enjoy the outdoors.

- 1. The minimum reservation window is same day by 12:00 PM.
- 2. There is a minimum stay of three (3) nights during Peak Season. Only walk-ins will be allowed to stay for less than the required minimum stay during Peak Season.
- 3. Septic Dump Station is available at no charge for registered campers.
- 4. Bathrooms consist of porta potty or flush toilets located in the shower facilities.
- 5. No utilities available.
- 6. Pets are allowed. Must submit Pet Registration and Certification form at check-in.
- 7. All fires must be contained in the fire rings provided.
- 8. If a campsite includes a tent platform, tents must be set up on the tent platform. Platform sites are limited to two (2) tents and four (4) persons pert tent platform.
- 9. Angell Loop sites A1 A7 are hike in only with no vehicle access to the campsites.
 - a. Hike in is approximately .6 mile each way.
 - b. All tents must be set up on the tent platform.
 - c. Drinking water is not available at these sites. The closest available water is near Site 30 in the main campground.
- 10. Hill Sites T1 T5 are hike in only with no vehicle access to the campsites.
 - a. Vehicle parking is located close to the campsites.
 - b. All tents must be set up on the tent platform.
 - c. Drinking water is available nearby.

11. Shelters

- a. Two (2) Adirondack style shelters are available by reservation for group camping.
- b. Limited to twenty (20) persons per shelter.

Contact Information:

Address: 2141 Putnam Pike, Chepachet, RI 02814

Telephone: 401.568.6700

AREA SPECIFIC: PULASKI STATE PARK

Pulaski State Park is a Day Use only facility with two (2) reservable picnic shelters.

1. Shelter 1:

- a. Located near the beach.
- b. At the discretion of the park staff, visitors may drive to the picnic shelter to drop off their day use items, but must park their vehicles in the main parking lot, which is approximately 300' away.
- c. Electricity is available at this site as well as five (5) picnic tables.

2. Shelter 2:

- a. Located near Area 3 parking lot.
- b. Visitors may park their vehicle in front on the site, which is approximately 2,000 feet away from the beach area.
- c. Electricity is not available at this site.
- d. Five (5) picnic tables are available.

Contact Information:

Address: 151 Pulaski Road, Chepachet, RI 02814

Telephone: 401.568.2085

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