



GROUP ACCESS PASS

A New York State Group Access Pass is enclosed for your group's use. We hope that it will provide your group with many enjoyable experiences at New York State parks, historic sites, arboretums and recreational areas. For a description of these facilities visit www.nysparks.com and www.dec.ny.gov.

Please take a few moments to review the Guidelines for Group Access Pass Use on the following pages. They will help to familiarize your group with the facilities at which the Group Access Pass is accepted and the procedures for its use.

If the pass is lost or stolen or for any other reason your group requires a replacement, your group will need to reapply under existing qualifications. **Please note the expiration date on the Group Access Pass. It is**

your group's responsibility to reapply to obtain a new pass. Applications are available at any of our facilities, at www.nysparks.com/admission or by contacting:

ACCESS PASS
New York State Parks
Albany, New York 12238
518-474-2324
TDD/TTY through the
New York Relay Service

When reapplying for a new pass, please allow 2-4 weeks for processing.

Feel free to contact us with any questions you may have. We hope you will enjoy your visits to New York's many wonderful state parks and recreational areas.



GROUP ACCESS PASS

Guidelines for Use



State of New York
www.state.ny.us



NYS Office of Parks, Recreation and Historic Preservation
www.nysparks.com



Department of Environmental Conservation
www.dec.ny.gov

GUIDELINES FOR GROUP ACCESS PASS USE

The Group Access Pass ("pass") is the property of the State of New York and must be returned upon our request. It is issued as a group benefit, providing free or discounted facility use only for the group named on the pass.

If it is misused or if the group is found not to meet the Access Pass qualifications, it will be revoked. Upon a suspected violation, the pass will be confiscated and all privileges suspended. Following a review, the pass may be permanently revoked and all future Group Access Pass privileges may be denied.

GROUP ACCESS PASS REGULATIONS

1. The pass must be presented on each occasion the pass is applied toward a fee waiver. The staff member will be required to sign an official record sheet and may also be required to present additional group identification. A group representative in each vehicle must present a Group Access Pass.
2. The group must comply with all terms and conditions of use of New York State Park facilities.
3. The pass may not be used by any group except that to which it was issued.
4. The pass may not be altered in any way.
5. The pass may not be used to obtain a green fee ticket to sell to another person.

REISSUE OR MODIFICATION

A pass is acceptable until the expiration date shown on the pass. Reapplication is the responsibility of the group's authorized representative and is required to replace an expired, lost or stolen pass or a pass rendered unusable for any other reason. Changes in Group Access Pass regulations may affect eligibility for a new pass. Reapplication takes approximately eight weeks. Temporary passes are not issued. Group Access Passes are not transferable and must be returned to the New York State Office of Parks, Recreation and Historic Preservation upon closure of the program or facility.

WHAT THE GROUP ACCESS PASS INCLUDES

The pass is valid on any day at facilities operated by the New York State Office of Parks, Recreation and Historic Preservation and the New York State Department of Environmental Conservation and entitles the pass holder to:

1. free entrance of a vehicle (car or van); each vehicle must present a pass
2. free entrance to state historic sites and arboretums
3. discounted campsite and cabin rental; see "Camping and Cabin Reservation/Registration Policies" section of these Guidelines
4. free transient marina dockage (discounted at Mills Norrie State Park) except when the slip is rented at the same time as the campsite or cabin in that facility
5. free swimming, tennis, cross-country skiing and greens fees

WHAT THE GROUP ACCESS PASS DOES NOT INCLUDE

1. campsite and cabin reservation, registration, cancellation, reservation change and refund fees
2. fees for additional vehicles at a campsite or cabin
3. cabin rentals in the Palisades Region (Sebago Cabin Camp in Harriman State Park)
4. house or real estate rentals and any vacation rentals/full service overnight accommodations
5. bus admission
6. group camping, picnic shelters and other group activities
7. firewood, gas heat, electricity and other consumables
8. additional fee for campsites designated as "prime" sites and for those with tent platforms
9. entrance to performing arts programs
10. seasonal boat slip rentals
11. equipment rentals including, but not limited to, golf carts, golf clubs, boats, beach umbrellas, chairs, towels, swimsuits, lockers, skis and skates
12. special amenities including, but not limited to, pay showers, security deposits and checking of valuables
13. any activity operated by a private concern under contract with the state including, but not limited to, food service, inns, golf course pro shops, marinas, ski concessions, etc.
14. entitlement to park in parking areas designated for people with disabilities
15. entitlement to accessible cabins and campsites (it is the responsibility of the pass holder to request these accommodations)
16. transient marina dockage when the slip is rented at the same time as a campsite or cabin in that facility
17. permit fees

CAMPING AND CABIN RESERVATION/REGISTRATION POLICIES

All information found in the current "New York State Camping Reservation Guide" applies to pass holders. The following additional procedures, along with all "Guidelines for Group Access Pass Use" also apply:

1. Campsites or cabins for Group Access Pass holders must be rented in the name of the group, not an individual.
2. At the park, the Group Access Pass holder must present the valid Group Access Pass before and after the stay. The Group representative may be required to present other identification for validation purposes. The Group representative should verify that the Group Access Pass User and ID number are indicated on the camping permit. If a Group Access Pass is used during the reservation process and is not presented at the park, full fees will remain and no refund will be initiated.
3. For cabins and campsites, the full fee, including amenities, must be paid along with the non-refundable reservation fee at the time of reservation. At the end of the camping stay, the Group Access Pass holder must apply for a refund at the registration point.
4. The non-refundable registration fee must be paid at the time of registration by the group without a reservation.
5. The Group Access Pass may not be used to reserve or rent a cabin or campsite that the group does not occupy. The group must occupy the campsite or cabin during the entire permit period pursuant to general camping regulations.
6. If the group leaves early, the "early-out" fees shall be assessed at the regular campsite/cabin rate for the nights not stayed. For the nights stayed the Access Pass rate will apply for refund purposes. If the group cancels the reservation within 8 days of the scheduled arrival, the full value of one night's stay will be assessed along with the ordinary cancellation fee.
7. When renting a transient marina slip at the same time as renting a campsite or cabin in that facility, the transient marina slip is considered an amenity that is purchased at the facility and is not included as a Group Access Pass benefit. Rates may vary at individual facilities.