CHESTER PARKS AND RECREATION DEPARTMENT

CAMPING AT COLE MEMORIAL PARK

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**Section 1 Location**

Camping will be permitted only in designated areas or established campgrounds. Camping is prohibited in any other area.

**Section 2 Purpose of Campground**

1. These camping sites are established for the convenience and enjoyment of outdoor recreation by the residents and visiting public. The campsites are not places for permanent or semi-permanent residences, bases for operations of a business, or facilities for non-camper residences. All campground amenities are for the sole purpose of the registered camping parties.

**Section 3 Classification of Camps by Equipment Used-Definitions**

1. Basic Campsite located within walking distance of the parking area, (no water, electric or sewer at sites).
2. Tent Camp-any camp using a fabric-type shelter erected on the ground, and not a part of a trailer unit as the basic unit that has been transported to the site by motor vehicle.
3. Folding and Tent Trailers no water, electric or sewer at sites).
4. Travel Trailer, 25 foot long or less and are being towed by vehicle, (no water, electric or sewer at sites).
5. Any camp which has a trailer, of not more than 25 feet in total overall length including any extensions forward or backward beyond the living quarters, as the basic shelter unit. This includes tent trailer, the standard travel trailer, or boats mounted on a trailer and used as the basic shelter unit.
6. Motorhome, 25 to 40 foot long and self-propelled, (no water, electric or sewer at sites).
7. Any camp using a vehicle as the basic shelter unit. This includes converted buses, manufactured camper buses, and automobiles, of not more than 40 feet in total overall length, when used as the main sleeping and shelter unit of the camp.
8. Group Camp-any camp using any one or combination of the various types of shelter when the camping group qualifies as an organization camp, according to Section 12.

**Section 4 Definitions**

1. “Camp” means a single family or group occupying one site that is a designated individual site within a managed site, established and maintained for the sole purpose of camping, including the use of tents, trailers, or any other type of camping device.
2. A “Single Family” consists of either or both parents and unmarried children. Other family members will be considered as part of the family as long as they occupy the same shelter, but not to exceed a total of 4 adults (18 years of age or older).
3. If more than one camp shelter is required for the single family or group, they shall occupy separate campsites. (Exceptions: Minor children (under 18) sleeping in sleeping bags or in a tent outside the family shelter are considered occupants sharing the same shelter.
4. In no case will 2 or more rent trailers, travel trailers, self-propelled mobile campers, pick-up campers, or any combination thereof be considered as a single camp.
5. Where campgrounds are laid out in defined sites, not more than one camp will be permitted on a site. Where campgrounds are not laid out in sites, the number of camps will be determined by the capacity of the existing parking areas, soil and turf conditions, potential social conflicts between campers due to crowding, and similar factors as determined by Chester Parks and Recreation staff.

**Section 5 Registration**

1. Purchasing Permits
2. Camping Permits are issued through the Recreation Director’s office at City Hall. Reservations may be made in person, via email or by phone.
3. Camping Permits may be purchased at Cole Memorial Park, from the Campground Host, when one is available.

 b) A permit will be issued and fees collected at the time of the reservation. A responsible adult (21 years of age or older) from the camping party must register for the party and thereby acknowledges compliance with the rules and regulation of the park for the entire party.

 c) The Chester Parks and Recreation Department has the authority to assign sites.

 d) No camping equipment shall be placed on any campground site while that site is occupied by another camping party.

 e) The Chester Parks and Recreation Department may set minimum stay requirements and reservation cut-off dates for special events or activities.

**Section 6 Permits, Extensions and Time Limits**

1. A camp permit may be issued for a period not to exceed 14 consecutive nights. Persons are eligible to camp for a maximum of 14 nights in a 30 day period.
2. Exceptions to the above time limit may be made in the following instance: In bona fide emergency cases involving serious illness or accident which makes compliance with the rules impossible and only for the duration of the emergency-burden of proof is on the permittee and the Chester Parks and Recreation Department should be satisfied by investigation or inquiry that the case warrants consideration before granting an extension.

**Section 7 Fees and Charges**

a) Spring-Summer Camping (rates apply May 1 through September 30.

 i) The full amount of the camping fee shall be collected at the time the permit is issued.

 ii) The Regular Camping fee shall be $10 per night.

 iii) Group Camping fee shall be $2 per person, with a minimum daily camping fee of $20.

 a. Camping fee may be waived for a group performing service project for the park.

 iiii) The Holiday Camping fee shall be $15 per night on Friday, Saturday and Sunday of the Memorial Day and Labor Day holiday weekends and on Friday, Saturday and Sunday nights of the Independence Day weekend if July 4 falls on a Friday, Saturday, Sunday or Monday.

 iv) The Special Event Camping Fee shall be $15 per night on a Friday or Saturday night that a City of Chester sponsored event is scheduled in Cole Memorial Park.

b) Fall-Winter Camping (rates apply October 1 through April 30.

 i) The fee for all sites shall be $5 per night. (Cold weather requires closing down buildings and shutting off water). The only amenities available will be the “vault” or “pit” toilets.

**Section 8 Refunds**

1. No refunds will be made for camping fees unless the park is closed to camping by the Chester Parks and Recreation Department.

**Section 9 Check-in and Check-out Times**

1. Check-in time is after 2 p.m.
2. Check-out time is 1 p.m.
3. A camper who has checked out and desire to remain in the park for other purposes after check-out time must break camp.
4. The camper shall remove all personally owned camping equipment from their camp site at the time they leave.
5. Failure to remove all equipment by 1 p.m. on check out day without specific authorization by Chester Parks and Recreation Department shall obligate the camper to pay an additional night’s fee(s). The camper may then elect to stay the additional night if such does not violate time limits and if site is available.
6. Camper may request a late check-out. If the site is not reserved it will be granted.
7. Camper may request an early check-in. No check-ins will before 9 a.m. If the site is available it will be granted.

**Section 10 Unoccupied Camps**

1. A camp is deemed to have been abandoned if a camper does not appear to remove his camping equipment within 24 hours of the expiration of his camping permit.
2. When a camp is abandoned, staff will inventory the abandoned items, with a police officer, and it will be held in storage for 30 days. After 30 days the unclaimed items will become the property of Chester Parks and Recreation Department and will be discarded or used as such.

**Section 11 Vehicles per Camp**

1. All vehicles must be registered by license number.
2. Each permitted site may have:

No more than two standard cars, or

No more than two motorcycles, or

No more than one standard car, van or pick-up and two motorcycles

No vehicles must be parked in designated areas only.

1. Parking: No motorized vehicles allowed on the grass. (including golf carts and all-terrain vehicles)
2. Only licensed drivers may operate a motorized vehicles on the roadways in the park.
3. Youth group camping-tents only. Leaders/Organizers may use folding or tent trailer, travel trailer or motorhome when camping with youths, but must park where directed by Chester Parks and Recreation Department staff and may not power their camp shelters from electrical outlets provided in picnic shelters.

**Section 12 Youth Group (Boy Scouts, Girl Scouts, church groups, others)**

* 1. A youth group/organization camp is a group of 10 or more minors up to 18 years of age who are members of an organization camping with its adult leaders.
	2. An organized group camp is a group of 10 or more adults (18 years of age or older) with or without children.
	3. These camps will be placed in a special area set aside for such use, rather than in a regular camping site.
	4. These camps must have one responsible adult (21 years of age or older) for every 10 campers.

***Section 13 Campground Host Program***

1. *Purpose of host:*
	* 1. *To provide a service to the City of Chester. Having a host on site encourages compliance with rules and regulations.*
		2. *To provide a service to campers. Answering questions and giving directions and information regarding things to do in Chester.*
2. *Pertinent information and qualifications:*

 *i. The Chester Parks and Recreation Department will provide free camping privileges to campground hosts while they are performing duties in the campground.*

 *ii. The host must provide their own camping equipment and camping shelter. The campground does not have electric, water or sewer hook-ups, so self-contained equipment is advisable.*

 *iii. A host should have camping experience.*

 *iv. A host should have knowledge of the surrounding area.*

 *v. A host shall serve for a minimum of a weekend. (Friday, 3 p.m.-Sunday, 1 p.m. (Monday, 1 p.m. on Labor Day and Memorial Weekend).*

 *vi. Residents of the City of Chester will be given priority for host weekends.*

 *vii. A host shall have a valid driver’s license.*

 *viii. A host shall be at least 21 years of age.*

 *ix. The Chester Parks and Recreation Department may choose to conduct background/security check on host candidates.*

1. *Location of host camp site:*

 *i. Host camp sites may vary but must be approved by the Chester Parks and Recreation Department and be visually marked and easily accessible.*

1. *Duties and responsibilities of a host:*

 *i. A host shall be a visible representative of the Park and Recreation Department with knowledge of rules and regulations.*

 *ii. A host shall be informed about the park setting and activities available in the area.*

 *iii. A host shall greet visitors, help them get settled, answer questions, receive comments and pass out publications.*

 *iv. A host shall be observant for activities within the campground that require immediate attention by the staff or law enforcement, and contact help when emergencies occur. (A host is not required to enforce rules or perform maintenance or repairs).*

 *v. A host shall promote care of the park by keeping a clean campsite.*

1. *How to apply:*

 *i. Interested persons may obtain a campground host application at:*

 *Chester City Hall*

 *1330 Swanwick Street*

 *Chester, Illinois 62233*

**Section 14 Campground Rules**

1. Campsites are provided for reasonably quiet outdoor recreational experiences. They are not provided as locations for large group gatherings or parties which are disruptive to the normal atmosphere of the campground. Such activities will not be permitted and violators who persist will be evicted.
2. The use of a motorized vehicle is only for use on the paved roadways.
3. Quiet hours shall prevail in the park between 11:00 p.m. and 6:00 a.m. During this time no noise of light shall be emitted beyond the individual’s immediate campsite that would be disturbing to others. **EXCEPTION:** City sponsored or sanctioned events being held in the park.
4. Fires are allowed in stoves, fire pits, and designated areas only. NO GROUND FIRES PERMITTED.
5. Pets-

 i. The registered camper is responsible for all dogs, cats or other small animals under his ownership/care or under the ownership/care of a guest at his campsite.

 ii. All animals must be on a leash not to exceed 10 feet.

 iii. All leashed animals shall be under the control of a responsible person at all times.

 iv. Animals are not to be left unattended.

 v. Owners are responsible to make sure that their animals do not cause a nuisance to other campers as determined by the Chester Parks and Recreation Department.

 vi. Owners are responsible for the clean-up and disposal of pet excrement from their campsite and other areas.

**Section 15 Violation of Rules**

1. A camper who violates any of these rules and regulations is subject to immediate eviction from the park. The camper, at the demand of the Chester Parks and Recreation Department staff, shall immediately remove any and all equipment and personal property.
2. No refunds will be granted in such cases.

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