

## PALISADES INTERSTATE PARK COMMISSION 2024 ROCKLAND LAKE STATE PARK BUS PERMIT PACKET

### Conditions & Requirements

Any group planning to travel to our parks with buses must obtain bus permits well in advance of their outing. Groups are required to comply with the rules and regulations of the New York State Office of Parks, Recreation and Historic Preservation and the Palisades Interstate Park Commission.

1. All applications are processed on a first come, first served basis. Each bus permit entitles the group to one day of recreation at the site stated on the permit and permission to travel on the Palisades Parkway. Additional fees may apply for some activities. **Applications must be postmarked at least fourteen (14) days prior to your outing date.**
2. Applications can only be accepted by email ([rocklandlakesp@parks.ny.gov](mailto:rocklandlakesp@parks.ny.gov)) or by fax (845-268-7598), and there are two options for payment. You can pay with the credit card authorization form, or by check/money order. Checks/money orders must be received within at least seven (7) days after your application has been accepted. When submitting your application, be sure to include the following:
  - a) Completed Application (*Applications that are not complete or illegible will be returned.*)
  - b) Completed Credit Card Authorization form.
  - c) A copy of your IRS 501(c)(3) certification (*if required*)
  - d) A certified check, company check, or money order made payable to: **NYS PARKS**
3. Bus permits are valid only for the number of buses, date(s) and park(s) specified on the permit. Bus groups that arrive at the park without permits will be charged the on-site fee, if space is available, regardless of the group's not-for-profit status. If space is not available, the group will not be permitted to enter. If space is available at one of the nearby parks, the group will be sent there.
4. In the event of inclement weather, such as rain, the group may call at least one day before the original date to reschedule. A request to reschedule will be granted only if space is still available on the new date you are considering. *There are no refunds due to the weather.*
5. Refund requests must be in writing and conform to the following schedule: A) For cancellations made more than 30 days prior to the reserved date a full (100%) revenue credit shall be issued. B) For cancellations made prior to ten (10) days before the reserved date, a 50% revenue credit shall be issued. C) No revenue credit shall be issued for cancellations made less than ten (10) days prior to the date of the reservation. However, under special circumstances such requests may be processed as refunds. D) Applicable Processing fees are to be deducted from the amount of the revenue credit.
6. **A validated bus permit must be displayed on the right front window of each bus and must be made available to officials and employees upon entry of the park.**

7. All buses must leave the park by dusk.
8. Buses are ONLY permitted to park and offload occupants in the NORTH Parking Lot #1 (for pool access) or the SOUTH Parking Lot #4 at Rockland Lake State Park. The discharge or pick up of passengers along roads, at park entrance, or any other than that designated by a park employee is strictly prohibited.
9. Groups must be supervised by competent adult supervisors with at least one (1) supervisor to every ten (10) children. *Supervisors must be at least 18 years of age and the person in charge must be at least 21 years of age.* Park personnel have the right to request proof of age for any supervisor. In addition to providing adult supervision, *camps must provide one (1)-certified lifeguard for every 25 children.* Children must be under close supervision, observation, and control at all times. Appropriate male and female supervisors must supervise minors using the bathhouse and public restrooms.
10. All facilities within the park are available on first come, first served basis.
11. Any Camps/groups paying with a check at the pool, must have the check made out for the exact amount. If amount is made out for too much, there will be no cash refund given back.
12. The bringing of alcoholic beverages into the park or areas under the jurisdiction of the Palisades Interstate Park Commission is strictly prohibited.
13. **No outside food or beverages are permitted inside the pool area. The only exception is an unopened bottle of water. Coolers/lunchboxes are strictly prohibited. If desired, food may be purchased at the concessionaire.**
14. No tents or covers are allowed. Attaching rope, banners, hammocks, nets or other artificial objects to trees or rocks is prohibited.
15. Areas used by a group must be left in the condition equal to that existing upon arrival. Groups will be held responsible for all clean up; fees may be applied.

### **BUS FEES**

**\*\*IRS 501(c)(3) Group..... \$60.00 per bus**

Examples: Churches, Schools, Government Offices, etc.,

\*\*Note: *Copy of 501c3 certificate is REQUIRED.*

*A NYS sales tax exemption certificate (Form ST-119) will NOT be accepted.*

**NON-501(c)(3) GROUP..... \$100.00 per bus**

Examples: Tours, Family outings, Businesses, etc.,

**ON-SITE FEE..... \$150.00 per bus**

Regardless of the group's non-profit status.

Please direct all correspondence about bus permits to:

**Rockland Lake State Park**

**[rocklandlakesp@parks.ny.gov](mailto:rocklandlakesp@parks.ny.gov)**

**Telephone: (845) 268-3020**

**Fax: (845) 268-7598**



PERMIT # \_\_\_\_\_

TICKET # \_\_\_\_\_

**PALISADES INTERSTATE PARK COMMISSION  
2024 ROCKLAND LAKE STATE PARK BUS PERMIT APPLICATION**

**\*\*PLEASE TYPE OR PRINT and FILL OUT COMPLETELY (may be rejected if not complete) \*\*  
A SEPARATE APPLICATION IS REQUIRED FOR EACH LOCATION AND EACH DATE. THIS MAY BE DUPLICATED.**

• **LOCATION OF OUTING:**

**NORTH FIELD #1** (Pool Access)

**SOUTH FIELD #4**

• **DATE OF OUTING:** \_\_\_\_\_ (Only 1 date per application)

# of Buses: \_\_\_\_\_ # of children: \_\_\_\_\_ # of adults (18+): \_\_\_\_\_

Arrival Time: \_\_\_\_\_ (no earlier than 9AM) Departure Time: \_\_\_\_\_ (no later than 6PM)

Name of Bus Company: \_\_\_\_\_ Bus Phone #: \_\_\_\_\_

• **ORGANIZATION NAME:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Organization Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

• **PERSON-IN-CHARGE:** \_\_\_\_\_ Phone #: \_\_\_\_\_

I certify that I have read, understand, and will comply with the enclosed information, conditions, and requirements.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Buses must travel in the right-hand lane of the Palisades Interstate Parkway. The permit must be displayed on the right side of the windshield. The bus ticket must remain attached to the permit until the bus leaves all state lands. Park rules and regulations prohibit the bringing of alcoholic beverages into state parks.

**Email completed application to: [rocklandlakesp@parks.ny.gov](mailto:rocklandlakesp@parks.ny.gov) or fax to (845) 268-7598**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Approval Code: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Processed by: \_\_\_\_\_ Amount Received: \_\_\_\_\_

