



Palisades Interstate Park Commission
Rockland Lake State Park
P.O. Box 217
Congers, NY 10920
Tel: 845-268-3020
Fax: 845-268-7598

PALISADES INTERSTATE PARK COMMISSION
2018 ROCKLAND LAKE BUS PERMIT PACKET
CONDITIONS and 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. Please inquire with us or see enclosed information.
2. All mailed requests must be postmarked at least fifteen (15) business days, prior to the date of the outing and include the following:
 - a. Completed Application
 - b. Completed Credit Card 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
 - e. Separate payment for separate outings.

Applications that are not complete or not written clearly will be returned.

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.

Please Note:

- We cannot accept personal checks or purchase orders
- A phone call is not a confirmation

BUS FEES

IRS 501(c)(3) Group (copy of IRS 501(c)(3) certification required) \$60.00 per bus

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

Note: A NYS sales tax exemption certificate does not qualify your group for this rate.

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

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

ON-SITE FEE \$100.00 per bus

(Regardless of the group's non-profit status.)

4. In the event of inclement weather, such as rain, the group may call on or 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. The permit must be made available to officials and employees upon entry of the park.
7. All buses must leave the park by dusk.
8. 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 comfort stations.
9. 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. However your group will receive the difference in wristbands.
10. All facilities within the park are available on first come, first served basis.
11. The bringing of alcoholic beverages into the park or areas under the jurisdiction of the Palisades Interstate Park Commission is strictly prohibited.
12. No tents or covers are allowed. Attaching rope, banners, hammocks, nets or other artificial objects to trees or rocks is prohibited.
13. 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.

Please direct all correspondence about Rockland Lake bus permits to:

Rockland Lake State Park
Bus Permits
P.O. Box 217
Congers, NY 10920
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