

Individual



ACCESS PASS Guidelines for Use



State of New York
David A. Paterson, Governor
www.State.ny.us



Office of Parks,
Recreation and Historic Preservation
Carol Ash, Commissioner
www.nysparks.com



Department of
Environmental Conservation
Alexander B. Grannis, Commissioner
www.dec.ny.gov

ACCESS PASS

INDIVIDUAL

A New York State **Individual**

Access Pass is enclosed for your use. We hope it will provide you 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 INDIVIDUAL ACCESS PASS USE**

on the following pages. They will help to familiarize you with the facilities at which the **Individual Access Pass** is accepted and the procedures for its use.

If the pass is lost or stolen or for any other reason you require a replacement, you will need to reapply under existing qualifications. **Please note the expiration date on the Individual Access Pass. It is your responsibility to reapply to obtain a new pass.** Applications are available at any of our facilities or by contacting:

Access Pass
New York State Parks
Albany, New York 12238
518-474-2324
TTY 518-486-1899 or the New York
Relay Service

When reapplying for a new pass, please allow eight (8) 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.

GUIDELINES FOR INDIVIDUAL ACCESS PASS USE

The Individual Access Pass (“pass”) is the property of the State of New York and must be returned upon our request. It is issued as a personal benefit, providing free or discounted facility use **for the pass holder only**.

If it is misused or if the pass holder 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 Access Pass privileges may be denied.

INDIVIDUAL ACCESS PASS REGULATIONS

1. The pass must be presented by the pass holder on each occasion the pass is applied toward a fee waiver. The pass holder will be required to sign an official record sheet and may also be required to present other photo and/or New York State residency identification and to verify their disability.
2. The pass holder must comply with all terms and conditions of use of New York State Park facilities.
3. The pass may not be used by any person except the person to whom it was issued, except when the payment of a single fee ordinarily includes other people (e.g. vehicle use charges for a carload of passengers, or rental of a campsite or a cabin which will accommodate several persons).
4. The pass may not be altered in any way.
5. The pass holder may not 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 pass holder and is required to replace an expired, lost or stolen pass or a pass rendered unusable for any other reason. Changes in Individual Access Pass regulations may affect eligibility for a new pass. Reapplication takes approximately eight weeks. Temporary passes are not issued.

WHAT THE INDIVIDUAL 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 personal vehicle (car or van)
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 INDIVIDUAL 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 designated “Handicapped” parking areas
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 Individual Access Pass Use” also apply:

1. Campsites/cabins for pass holders under age 18 (21 at some parks) must be reserved in the name of a parent or legal guardian.
2. A pass must be valid both during the reservation process and when presented at the park or full payment will be required at the time of registration.
3. For campsites and cabins the full rental fee must be paid to the “NYS Camping Reservation Service” with the non-refundable reservation fee and fees for any consumables (e.g. electricity, firewood) or amenities at the time of reservation. At the end of the camping stay, the pass holder must present the pass at the park office where he or she registered and apply for a refund that will be returned within six weeks. **A non-refundable refund-processing fee will be charged for cabin users.**
4. If an Access Pass patron leaves early, the “early-out” fees will be assessed at the regular campsite/cabin rate for the nights not stayed. For the nights stayed the AP rate will apply for refund purposes.
5. The non-refundable registration fee must be paid at the time of registration by anyone without a reservation.
6. The pass holder may not use the pass to reserve or rent a cabin or campsite that he or she does not occupy and must occupy the campsite or cabin during the entire permit period pursuant to general camping regulations.
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 pass benefit. Rates may vary at individual facilities.