

# **LANDSITE CASUAL CAMPER PROGRAM**

## **PURPOSE:**

The TCC Landsite has been constructed, maintained, and sustained by volunteer labor, donations, membership dues, and nominal fees collected from clubs and individuals using the Landsite. This document defines a schedule of fees for casual campers for the purpose of defraying Landsite operational expenses. This document establishes the policies, procedures, and rules for casual use of the Landsite. Included is a schedule of fees, the procedures for collecting and accounting for these fees, and specifies those responsible for administering the program and collection of fees.

This document further and specifies the procedures for obtaining indemnification documentation from non-member users of the Landsite.

## **STATEMENT OF POLICY:**

It is the policy of the TCC that the Landsite be available for the use of club members, TCC Independents, and their guests for casual use and camping on a non-interference basis with events scheduled on the TCC Calendar and Activity Weekends.

It is the policy of the TCC that any member or guest on the Landsite to use the facilities for purposes other than attendance at a calendar scheduled event or Activity Weekend help defray the cost of utilities, upkeep and maintenance expenses of buildings and grounds, and general fair wear and tear costs of common use facilities, incurred by the TCC by the payment of nominal fees.

It is the policy of the TCC that for reasons of practicality that the collection of Casual Camper fees will be based primarily on an honor system. But an honor system does not absolve casual campers from payment of the fees specified herein nor does it prevent the TCC from pursuing collection of fees incurred or from taking other actions against violators.

## **EFFECTIVE DATE:**

January 1, 2007

## **GOVERNING AUTHORITY(S):**

Voted and approved by TCC Delegates July 27, 2006

## **TCC OFFICES, COMMITTEES, AND INDIVIDUALS AFFECTED:**

TCC Delegates  
TCC Board  
TCC Treasurer  
TCC Secretary  
TCC Facilities Coordinator  
TCC Land Management Committee  
TCC Webmaster  
Program Administrator(s) appointed by the TCC Board  
Members designated to oversee the collection of casual user fees.  
Members and guest on the Landsite as casual users/campers as defined herein.

## **DEFINITION OF TERMS:**

**CASUAL USER /CAMPER:** Any member or guest on the Landsite to use the facilities for purposes other than attendance at a calendar scheduled run/campout or Activity Weekend.

**DAY USER:** Any casual visit not including an overnight stay or presence on the Landsite beyond 10:00 PM on the day of the visit.

**OVERNIGHT CAMPER:** Any member or guest on the Landsite or a day including an overnight stay in a tent, RV, on another member's permanent site, a TCC Bunkhouse/Cabin, or a TCC owned trailer. Excluded are days/nights of a run/campout or Activity Weekend listed on the TCC Calendar of events.

## **POLICY DETAILS:**

### **EFFECTIVITY:**

The fee provisions of this document apply to TCC members and their guests visiting and/or staying on the Landsite on dates other than those reserved on the TCC Calendar of Events for runs, campouts, etc. and Activity Weekends.

### **EXCEPTIONS:**

1. **LAND USE AGREEMENT SIGNORS** - The fee provisions of this directive do not apply to members bound by the use and electrical fee provisions of a Land Use Agreement during the agreement signor's casual stays on the site specified in the signed Land Use Agreement.
2. **LARGE GROUPS** - The Casual Camper fee schedule specified in this directive does not apply to a pre-planned casual camping by a club or affinity group of more than ten (10) persons. Such gatherings are considered events and require the execution of a Landsite Event Agreement and payment of the fees specified therein.
3. **VISITORS** - Visitors on the Landsite for less than three cumulative hours in a twenty-four hour period are exempt from the payment of fees but not the requirement to register and execute an indemnification form.

4. **HARDSHIP** - Any other member or guest exempted by the TCC Board for reasons of mercy, hardship, or any other reason deemed to be in the best interest of the TCC.
5. The additional fee schedule for electricity does not apply to members and guests during casual stays on the sites of members paying for electricity under the provisions of a Land Use Agreement.
6. **LOCAL, STATE, AND FEDERAL OFFICIALS** - lawfully executing their official duties including, but not limited to, law enforcement and criminal/civil investigation activities.
7. **EMERGENCY RESPONDERS** - in the conduct of their duties including, but not limited to, emergency medical service (EMS) response personnel and fire/rescue personnel.
8. **TCC ELECTED OFFICIALS** - or designated representatives thereof, in the conduct of essential, non-routine, TCC business.
9. **OTHER PERSONS** - deemed essential by the Designated TCC Representative or a TCC Board Member to provide emergency repairs or services to TCC owned property or material.
10. **THE LANDSITE CARETAKER** - the person(s), designated by the TCC as Caretaker and living on the Landsite on a part or full time basis.
11. **VENDOR PERSONNEL** - with established business relationships with the TCC to provide essential services such as trash dumpster servicing, electrical service meter reading, and propane tank replenishment.

## SCHEDULE OF FEES

### BASE FEE

	<u>STATUS</u>	<u>RATE</u>
DAY USE (Note 1)	Member	\$3.00 per person/per day
	Non-Member	\$5.00 per person/per day

Note 1: Includes any casual visit not including an overnight stay or presence on the Landsite beyond 10:00 PM on the day of the visit and not involving the use of the TCC Trailer, Bunkhouse, RV space, or electrical hook-up. Bunkhouse, TCC Trailer, or RV fees apply in lieu of the above for day use visits involving the use of these facilities. Electrical hook-up fees incurred are in addition to the Day Use Fee.

OVERNIGHT (Note 2)	Member	\$5.00 per person/per day
	Non-Member	\$7.00 per person/per day

Note 2: Includes overnight stays of campers with sleeping arrangements in tents, uncovered, under canopies, in vans/SUV's/pickup trucks, etc., and casual campers with sleeping arrangements on long term sites of members with Land Use Agreements. Electricity fee not included and not applicable for casual campers with sleeping arrangements on long term sites of members with Land Use Agreements.

BUNKHOUSE (Note 3)	Member	\$15.00 per person/per day
	Non-Member	\$20.00 per person/per day

TCC TRAILER (Note 3)	Member	\$15.00 per person/per day
	Non-Member	\$20.00 per person/per day

Note 3: Four person maximum occupancy in TCC Trailer, 14 in Bunkhouse. Includes electricity and seasonal use of installed air conditioning. Central heating also included in Bunkhouse fee. Bedding not included.

## **ELECTRIC HOOK-UP FEES**

<b><u>TYPE HOOK-UP</u></b>	<b><u>RATE</u></b>
Tent & Open camping Without Air or Heat	\$8.00 per plug/per day
RV without Air or Heat (Note 4)	\$8.00 per RV/per day
RV with Air or Heat (Note 5)	\$12.00 per RV/per day

Note 4: RV's include pop up trailers, travel trailers, fifth wheel trailers, slide-in truck campers, pick-ups with camper shells, van campers, motor-homes, and cargo trailers with sleeping provisions.

Note 5: RV hook-ups for air conditioning or heating are not available at plug-in points in tent camping areas. Any camping involving the use of electrical air conditioning/heating units or any other electrical appliances drawing more than a cumulative or peak draw of 800 watts must occupy sites specified for RVs and pay rates specified for RVs. Use of portable generators or onboard auxiliary power units is not allowed in, or in areas adjacent to, tent camping areas.

## **INDEMNIFICATION**

### **INDEMNIFICATION POLICY:**

It is the policy of the TCC to obtain a signed indemnification form from the guests of members using/camping on the Landsite. The purpose of this procedure is to indemnify the TCC, its Officers, and members from liability for accidents and injuries of guest Landsite users/campers.

## **RESPONSIBILITIES**

THE TCC BOARD is responsible for:

- Overall implementation and oversight of the Casual Use Fee Program.
- Recruiting a volunteer, or volunteers, to administer the Casual Camper Program.
- Receiving from, reviewing, and approving, disapproving, or recommending changes, on a timely basis, to proposed changes submitted by the Facilities Coordinator/Land Management Committee Chairman for the Casual User Fee Program.
- Reviewing and granting, as determined appropriate, requests for exemption from the schedule of fees for reasons of hardship, mercy, or any other reason deemed to be in the best interest of the TCC.

THE TCC FACILITIES COORDINATOR, with the advice and consent of the Land Management Committee, is responsible for:

- Recommending to the TCC Board changes to the established schedule of Casual User Fees.
- Recommending to the TCC Board a procedure for collecting casual user fees to the TCC Board.
- Updating this document as required.

THE TCC TREASURER is responsible for:

- Implementing a standard accounting method for processing and accounting for collected Casual User Fees.
- Including in the Treasurers Quarterly Report an accounting of collected Casual User Fees.

VOLUNTEER PROGRAM ADMINISTRATOR(S) appointed by the TCC Board is responsible for:

- Maintaining the Check In/Registration Kiosk with supplies of registration pages, indemnification forms, fee collection envelopes and other materials.
- Collecting indemnification forms, fee envelopes/fees from the kiosk strongbox and verifying that casual Landsite visitors are properly registered.
- Collecting fees and indemnification forms from those not, or incorrectly, registered.
- Transferring to the TCC Treasurer collected fees for accounting purposes and safe keeping and deposit to the TCC account.
- Transferring the associated registration, fee collection forms, and indemnification forms to the TCC Secretary for safe keeping maintenance for audit and legal purposes, respectively.
- Enforcement of the rules in the Casual Camping Users Guide

THE TCC WEBMASTER is responsible for:

- Posting this document and its associated appendixes to the TCC Website so as to be accessible to members only.
- Posting the fees and rules for casual stays at the Landsite established by this document to the TCC Website so as to be easily accessible to all website viewers.

TCC CLUB AND INDEPENDENT DELEGATES are responsible for:

- Keeping their constituencies advised of the policies, procedures, and schedule of casual camping fees contained herein.

ASSOCIATED TCC DOCUMENTS, POSTINGS, AND FORMS:

1. Casual camper Users Guide
2. TCC Calendar of Events.
3. TCC Website Calendar of Events Posting.
4. Casual Camper Registration pages.
5. Casual Camper Indemnification forms.
6. Casual Camper Fee Envelopes.

PREPARED BY: Dan Murdoch, TCC Land Management Committee Member for the TCC Land Management Committee.

SUGGESTIONS FOR IMPROVING THIS DOCUMENT: Direct suggestion to your club or independent Delegate, the Facilities Coordinator, any member of the TCC Land Management Committee, or any other elected TCC Official.

SIGNED: \_\_\_\_\_  
TCC Chairman

SIGNED: \_\_\_\_\_  
TCC Vice Chairman

SIGNED: \_\_\_\_\_  
TCC Secretary

SIGNED: \_\_\_\_\_  
TCC Treasurer

SIGNED: \_\_\_\_\_  
TCC Facilities Coordinator/  
Land Management Committee

INITIAL DISTRIBUTION:

Hard copies to:

- TCC file (1)
- TCC Chairman (1)
- TCC Vice Chairman (1)
- TCC Secretary (1)
- TCC Treasurer (1)
- Facilities Coordinator (1)
- Land Management Committee Members (4)
- TCC Webmaster (1)