

RESOLUTION NO. 28-2023

**A RESOLUTION AUTHORIZING AND IMPLEMENTING THE PASTIME PARK
CAMPGROUND RULES POLICY**

WHEREAS, the Village of Plain City Council desires to form a Policy & Procedure Manual in which the operations of Plain City are defined as it relates to various Village administrative tasks and endeavors; and

WHEREAS, a policy designed to assist and guide the Village administration in the operation of the Pastime Park Campground, and to include rules for guests of the Campground, is necessary and shall be known as the Pastime Park Campground Rules Policy; and

WHEREAS, staff recommends that the proposed Pastime Park Campground Rules Policy, as shown in Exhibit A attached hereto and incorporated herein, be adopted as part of the Policy & Procedure Manual.

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

Section 1. The Village Council hereby approves and authorizes the implementation of the Pastime Park Campground Rules Policy, as identified in Exhibit A, and attached hereto and incorporated herein.

Section 2. The Village Administrator is hereby authorized and directed to take any required subsequent action, in accordance with the responsibilities and authority set forth in the Charter, for the Pastime Park Campground Rules Policy.

Section 3. This Resolution shall be effective from and after the earliest period provided by law.

Passed: September 11, 2023.

Attest: *Austin Rhoads*
Clerk of Council

Jody Corney
Mayor

First reading: August 28, 2023.

Vote: ___ yea ___ nay ___ abstain

Second reading: September, 2023.

Vote: 6 yea ___ nay ___ abstain

Certificate of Publication

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from September 12, 2023 to September 27, 2023 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at www.plain-city.com.

Date: September 12, 2023

Austin Provier
Clerk of Council



Resolution 28-2023
Exhibit A

POLICY & PROCEDURE MANUAL

TO: Village of Plain City Employees

FROM: Haley Lupton, Village Administrator

SUBJECT: Pastime Park Campground Rules, Section 4.1

ADOPTION DATE: September 11, 2023

First revision.

PROPONENT: Office of the Village Administrator

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1. PURPOSE

To establish the rules and policies in which tenants of the Pastime Park Campground are to adhere to while staying at the Campground.

2. RESPONSIBILITY AND AUTHORITY

- A. **Director of Parks & Recreation** – It is the responsibility of the Director of Parks & Recreation to:
 - (1) Monitor and maintain the operations of the Pastime Park Campground to ensure adherence to the policies set forth herein;
 - (2) Other responsibilities as assigned by the Village Administrator;
 - (3) Delegate responsibilities, as needed, to the Parks & Recreation Assistant.
- B. **Parks & Recreation Assistant** – It is the responsibility of the Parks & Recreation Assistant to:
 - (1) Assist in the daily operation of the Pastime Park Campground in adherence to this Policy;
 - (2) Other responsibilities as assigned by the Director of Parks & Recreation.
- C. **Parks & Recreation Committee** – It is the responsibility of the Parks & Recreation Committee to:
 - (1) Review the Pastime Park Campground Rules and, as needed, formulate proposed changes;
 - (2) When necessary, formalize a recommendation of proposed changes to the Pastime Park Campground Rules and forward such recommendation to the Director of Parks & Recreation and Village Administrator to be presented to the Village Council.

3. POLICY

- A. **General Provisions**
 - (1) Campground management, Village of Plain City staff, and Law Enforcement reserves the right to eject or refuse service to any camper or visitor not conforming to the best interest of the Campground. Ejection from the Campground may result in the loss of camping fees.
 - (2) Campground permits issued by the Village of Plain City are temporary licenses for the use of Campground facilities and may be revoked for any violation of Park/Campground policies and rules. Pastime Park Campground is located in a public park and the Campground staff emphasizes the importance of maintaining the Campground in excellent condition for visitors and residents.
 - (3) Cancellations may be requested online through the link in the reservation confirmation email or by calling 614-873-3527 ext. 108. The following rules and fees set forth herein apply when requesting a cancellation.
 - (4) Credits or refunds are not given due to the discomforts of nature. The Pastime Park Campground cancellation policy varies depending on the timing of the cancellation request in regards to the reservation date.

(5) Cancellations:

- a. 14+ Days: Refund less \$3/day cancellation fee OR full refund issued in camp credit.
- b. 3 – 13 Days: Refund less \$5/day cancellation fee OR full refund issued in camp credit.
- c. 0 – 2 Days: Full reservation forfeited.

(6) Holidays:

- a. A minimum 3-night stay is required for holidays (Memorial Day weekend, 4th of July, and Labor Day weekend).

B. Campground Policies

(1) Reservations:

- a. Reservations may only be made by persons over the age of 18.
- b. All children staying at the Campground under the age of 18 must be accompanied by an adult. Parents or guardians are financially responsible for any and all damage caused by children.

(2) Check-In:

- a. Check-in is at 3:00 PM EST and entitles guests to the site until 1:00 PM the day of check-out.
- b. Early check-in is not permitted without prior approval. Staff will not ask a current guest to leave so that you can check-in early.
- c. If you will be arriving in the area early, please make arrangements until your site opens at 3:00 PM. The Campground does not contain a waiting area for early check-ins.
- d. Late check-ins are allowed until 10:00 PM. Any arrivals after 10:00 PM will need prior approval from the Campground Office. The Campground does not have a gate, or use registration tags. Please notify the Campground Office or Camp Host if your ETA is after sunset.

(3) Check-Out:

- a. Check-out time is by 1:00 PM EST.
- b. If you need extra time, notify the Campground Office or Camp Host as soon as possible to see if extra time can be granted.
- c. If you wish to extend your stay, check with the Campground Office or online booking website prior to the 1:00 PM check-out time. Do not assume your site will be available.
- d. Unattended RV's remaining on-site past 1:00 PM on the scheduled check-out day will incur additional camping fees and risks being towed and impounded at the owner's expense.
- e. Turn off the water spigot and electric breakers prior to leaving. Sites #39 – 56 are required to leave 20-amp breaker in the "on" position.
- f. Please return picnic tables to the proper location. Sites #1 – 38, #57 – 60 are required to place the picnic tables near the fire rings or in between sites. Sites #39 – 56 are required to place picnic tables on the graveled table pad.

- g. Pick-up and dispose of all trash and litter prior to your departure. Do not leave trash of any kind, including cigarette butts, in the fire rings. Excessive site clean-up by Park Staff may result in a site cleaning fee that will be charged to the registered customer at a rate of \$40/hour (one hour minimum).
- (4) Site Parking:
- a. Park the camper parallel to the water and electric utility pedestals, staying as close as reasonably possible to the utilities while considering camper slide-outs. Slide-outs should not extend past the line of utilities.
 - b. Notify the Campground Office or Camp Host if there are any issues with the site (positioning, water, electric, etc.).
- (5) Site Changes:
- a. Guests have been assigned a specific site, if you wish to move, please check with the Campground Office. Due to reservations and maintenance, moving may not be possible. Please inquire before moving sites.
- (6) Site Clean-Up:
- a. Guests are expected to clean-up the site prior to departure. Any sites with excessive amounts of trash left behind will be charged a \$40 clean-up fee.
- (7) Non-Residency:
- a. The Campground address **shall not** be used as an address for any legal documents or verification of residency under any circumstances, with no exceptions, including residency verification for school district enrollment.
 - b. Pastime Park Campground address **shall not** be used as a mail delivery address, and the Campground will not accept mail or deliveries for Campground guests. (Campers may set up a PO Box with the local post office for mail needs.)
- (8) Sub-Leasing:
- a. Subletting or subleasing is not permitted for any campsite at Pastime Park Campground.
- (9) Black and Gray Tank Dump:
- a. A dump station is available for guest use south of the Campground at any time during your stay, at no charge to the guest. If you are not camping at Pastime Park Campground, a \$5 fee per use shall be charged. Several gray water stand dump stations are available in the middle of the Campground (green space north of restrooms, near site #18, and near site #42).
 - b. Under no circumstances are guests permitted to dump any gray and black tanks anywhere other than the dump station. Any violations of this may result in ejection from the Campground without a refund.
- (10) Mobile Dump Service:
- a. While there are no sewer connections at the sites (except sites #39, 40, and 41), Campground staff has arranged for a mobile septic service to be available to pump out guest holding tanks once a week, each Monday, for \$40.

- b. Miller's Portables accepts cash or check, and payment may be dropped-off at the Campground Office by 9:00 AM, Monday morning, to get on the list (drop off inside the Campground Office, or in the drop box by the front door in an envelope with guest last name and site #).
- c. If you leave your bay that contains the valves for the tanks unlocked, you do not have to be "home" when the truck arrives.
- d. If you require the service more than once a week, you can arrange a second dump by contacting Miller's Portable at 614-873-1051. The charge is typically more than the normal \$40.

(11) Open Fires:

- a. Open fires are not permitted in the Pastime Park Campground. Fires must be in the designated fire rings. Each regular site has a fire ring provided. Do not allow fires to go unsupervised at any time, fully extinguish them before leaving the premises. Please do not burn or leave trash (including cigarette butts) in the fire rings.
- b. Please leave fire rings where they are located. Guests may move them to get into the site if needed, but please place them in the original location in order to preserve the grass and appearance of the Campground. If guests require assistance, please contact the Camp Host.
- c. Please don't bring firewood from home or from another forest to your next campsite. Instead, you can buy it where you burn it (Campground Office). Self-serve firewood is available by calling the number located on the wood shed. \$5 per bundle.

(12) Site and Park Navigation:

- a. Please be respectful of neighbors and do not walk between sites when navigating the park. Please use main roads, sidewalks, and designated public paths to walk around the campground. Vehicles are prohibited in the grass of the primitive tent area and on the walking path.

(13) Rugs / Canopies:

- a. Rugs bigger than 3' x 2' are not permitted as it kills the grass and staff desires to maintain the quality and appearance of every site for current and future guests.
- b. Canopies or screenhouses are permitted but must be securely anchored.

(14) Safety and Emergencies:

- a. If guests observe any activity that are believed to be of concern, please call the Campground Office at (614)-873-3527 ext. 108. No soliciting is allowed.
- b. If guests have cause for concern and need police assistance, the non-emergency number for Plain City Police Department is (614)-873-4321.
- c. In the event of an immediate emergency, please call 911.
- d. Any type of public disturbance will not be tolerated, including disorderly conduct, loud noise, or any other disturbance affecting other campers. Such disturbance may result in the camping permit being revoked, and all parties shall immediately make plans to vacate their campsite and Pastime Park.

- e. Alcohol use is prohibited in the Campground and in Pastime Park.
- f. Refusal or failure to vacate the campsite as directed by staff or law enforcement may result in criminal trespassing charges being filed.
- g. Any refusal or failure to remove vehicles or campers may result in those vehicles or campers being removed from the premises by a towing company at the owner's expense.
- h. Any refusal or failure to remove personal property will result in those items being removed and discarded by staff during the next business day. Excessive site cleanup will be charged to the registered customer at a rate of \$40/hour (one hour minimum).
- i. If the violating parties are required to leave, the Village of Plain City/Pastime Campground will ban the parties involved from camping at Pastime Campground immediately and at any time in the future. Removal of this ban is subject to approval from Village of Plain City administration and law enforcement.
- j. If parties are made to leave the campground due to any type of public disturbance, no refund of camping fees will be made under any circumstance.

C. Vehicle Policies

(1) Parking:

- a. Parking of any vehicle, trailer, or boat in an adjacent site is prohibited. Use of more than one site will result in additional charges for the site used.
- b. Each paid guest registration covers one (1) RV per site and one (1) vehicle per site unless otherwise noted. Extra vehicles are required to be parked in the designated parking areas near the restrooms or at the front entrance. Ruts caused in sites due to additional vehicles will result in damage fees being charged.
- c. Parked vehicles must not encroach on any of the roadways. Do not park in sites that you did not register for and do not block any of the Campground facilities or buildings.
- d. Parking on the grass is not permitted in the primitive tent area, guests must use the designated parking lot.

(2) Speed Limit:

- a. The park speed limit is 5 mph. This policy is to keep guests, children, and pets safe. Exceeding this speed limit will result in a warning. More than one warning may result in being asked to leave without a refund. Safety is staff's number one priority for all guests.

(3) Golf Carts and Other Vehicles:

- a. Street legal golf carts are allowed on the premises. ATVs, dirt bikes, etc. are not permitted to be used on the premise.

D. Pet Policies

(1) Pets Allowed:

- a. Domesticated dogs and cats are allowed in the Campground. Any other types of pets require approval from Campground staff prior to your arrival.
- (2) Leash:
- a. Guests must keep all pets on a leash or tie out at all times when outside the camper or tent. This helps guests, pets, and other guests and their pets stay safe. Pets are not permitted in the playground area or restrooms, with the exception of Certified Service Animals. Proof of Service Animal qualification may be required by staff.
- (3) Cleaning Up After Pets:
- a. Be a good neighbor and always clean-up after your pet. Do not leave pet waste on any site. Failure to clean up after pets will result in guests being asked to leave without a refund. Site cleanup for pet waste will be charged to the registered customer at a rate of \$40/hour (one hour minimum).
- (4) Leaving Pets Unattended:
- a. Pets may not be left unattended in the Campground. Please do not tie any pet to a tree and leave. Leaving pets unattended is dangerous for the pet as many factors including weather, power outages, etc. can affect your pet's well-being while you are away.
- (5) Pet Vaccinations:
- a. Due to insurance requirements, all pets in the Campground must be up-to-date on vaccinations and shots. Proof of vaccination must be produced if requested by Campground staff.
- (6) Barking:
- a. Excessive barking is not tolerated. Please note that excessive barking may result in guests being asked to leave without a refund.

E. General Park Policies

- (1) Severe Weather:
- a. In case of severe weather, seek shelter in the restrooms. Signs for shelter areas are posted. Pets are allowed in the restrooms during severe weather warnings.
- (2) Restrooms / Showers:
- a. For the comfort of all guests, restrooms are open 24/7. We ask for guests' assistance in maintaining the restrooms clean. Guest under the age of 18 are required to have adult supervision in the bathrooms and showers. Pets are not permitted in the restrooms except during severe weather emergencies.
- (3) Playground:
- a. The playground opens at 9:00 AM after quiet time and closes at dusk. Anyone under the age of 18 must be supervised in this area and all areas of the Campground at all times. Alcohol and food are not permitted inside the playground area. Loud music, glass, and rough play are not permitted at the playground. Failure to follow these rules may result in guests being asked to leave without a refund.

- (4) Quiet Time Policies:
 - a. Quiet time is 10:00 PM to 9:00 AM. Anyone playing loud music will be warned only once and then asked to leave without a refund.
- (5) Trash Disposal:
 - a. Dumpsters are located throughout the Campground. Please tie trash bags completely closed and put all trash completely in the trash container. If the first can is full, please find another container. Please do not place trash on the ground. Do not dispose of wires, oil, furniture, mattresses, or any toxic waste or chemicals in Campground trash cans.
- (6) Clotheslines:
 - a. Clotheslines are not permitted in the Campground.
- (7) Alcohol:
 - a. Pastime Park Campground is located in a public park. Due to this, alcohol is not permitted.
- (8) Fireworks:
 - a. Fireworks are strictly prohibited in the Campground. The prohibition of fireworks includes sparklers, smoke bombs, aerials, and firecrackers. If these items are seen being used, guests will be asked to leave immediately without a refund.
- (9) Firearms:
 - a. Only qualified adults may carry firearms, as defined by Ohio Revised Code Section 2923.11, within the park. No person except law enforcement officers, shall discharge or otherwise use a firearm of any description within the park. No person, except law enforcement officers, may carry firearms inside any government building within the park. All individuals who carry firearms within the park are expected to be familiar with and shall comply with all state and local laws concerning the possession of firearms.

F. Winter Camping Guidelines (November – March)

- (1) Dumping Holding Tanks:
 - a. While there are no sewer connections at the sites (except Sites 39, 40 & 41), staff has arranged for a mobile septic service to pump out holding tanks once a week, **each Monday**, at no charge. If guests leave their bay that contains the valves for the tanks unlocked, guests do not have to be “home” when the truck arrives. If guests require the service more than once a week, guests can arrange a second dump by contacting Miller’s Portable at 614-873-1051. The Campground dump station will remain open and available for registered campers at no charge.
- (2) Water:
 - a. The Campground hydrants are “frost-proof”, which means they are designed to not freeze. Staff will also have these wrapped with heat tape as a secondary precaution. **Campers are responsible to assure the supply hose and RV connections do not freeze.** Staff highly recommends using a

manufactured heated hose, and not one you try to create. Make sure the thermostat for the hose is exposed to the weather, or it will not work properly. Heated hoses are available from RV supply stores & on-line. Another option is to fill the on-board fresh water tank, then disconnect and drain your supply hose and shut off the hydrant.

- b. If guests leave for more than 24 hours, guests **MUST** disconnect the water supply (hose from hydrant) and shut off the water hydrant. Failure to do so could result in a cracked hydrant, and guests will be charged the cost of repair. The cost is typically \$450.00 for the hydrant and labor to install.

(3) Heaters:

- a. If guests do not have a 4-season camper, the bays that contain the water inlet, filters, and water pump will need to be heated to avoid freezing. If the bays are not heated by furnace ducts, then small ceramic space heaters or "trouble lights" with a high wattage incandescent bulb (75-100) work as well.
- b. If the RV is so equipped, guests will need to turn on the tank heaters (sometimes called "arctic packs") to prevent freezing. Such heaters are available as after-market accessories from RV supply companies. Portable space heaters can also be used under the RV to keep tanks and supply lines from freezing. Please follow all safety directions for the use of all space heaters.
- c. For those with 4-season (heated undercarriage) RV's: Guests **must** use the propane heated furnace to keep tanks from freezing, per the manufacturer's recommendation. Details on getting propane delivered to the site are listed below.
- d. **Please** plug all exterior electric space heaters used in bays, or under the RV, into the 20-amp service outlets on the pedestal. This will reduce the likelihood of overloading the RV's 30-amp or 50-amp service.

(4) Skirting:

- a. If you are staying long term through the winter, skirting the RV is highly recommended to prevent heat loss from the interior and from tank heaters. Skirting must be maintained and kept in good condition. YouTube has a lot of videos detailing materials and methods for effectively skirting an RV. Remember, it's only necessary to raise the temperature under the RV to 35 - 40 degrees. Your chosen method will be determined by expected temperatures and the length of your stay.

(5) Additional Insulation:

- a. A common way to insulate windows, roof vents and air conditioner units, is with "Reflexitix", a thin and lightweight bubble wrap type material with foil on each side. This material is available at building/hardware suppliers, some RV suppliers, and online.

(6) Vehicles / Additional Notes:

- a. A maximum of two (2) vehicles are permitted at each site. Vehicles **MUST** be parked on the gravel area on the site, or in overflow lots. No additional

boats, motorcycles, wave runners, etc., are allowed on sites. If the grass on a site is damaged from parking, the responsible party will be assessed a remediation fee for staff to repair the site, including the cost of soil, grass seed, and labor at \$40.00/hour.

(7) Dump Service:

- a. Although the Village pays for guest's RV to be dumped once a week, please note that if guests do not heat/insulate the RV undercarriage and ensure the service has full access to tanks and that tank ports are not frozen, the dump service will NOT be able to complete the dump. We suggest that guests purchase insulative products to keep the tank connection free of frost, ice, and other winter debris. The Village will not be responsible for the inability of the dumping service to perform its service during the winter season.

(8) Propane:

- a. Cold weather means the furnace will run often and burn a lot of propane (LP). Travel trailers and 5th wheel RV's normally have portable LP tanks. Listed below are LP service providers that can fill these for guests. Motorhomes normally have on-board tanks. Union Propane (info below) may provide mobile service to fill these on site. Call them to discuss. Motorhome owners may also install an adapter to allow connecting to an external portable tank. These are available from RV supply stores or online.
- b. If guests are making arrangements for a larger propane tank to be installed on site (larger than 30 gal.) guests **MUST** meet with the Parks & Recreation Assistant or the Parks & Recreation Director to receive approval for placement. Please tell the provider that you are staying at Pastime Campground – Village of Plain City. Guests will contract directly with the provider, but the provider is required to know that the Village is the land owner.

(9) Propane Providers:

- a. Suburban Propane, Marysville: 614-487-6400 - Can set up and service large tanks (120 gallon) on-site.
- b. Amerigas: 614-623-3814 - Can set up and service large tanks (120 gallon) on site.
- c. Plain City Ace Hardware: 614-873-8211 - 20# LP tank exchange.
- d. Washington's Do It Best Hardware: 614-873-8113 - 20# LP tank exchange.
- e. Matheson Valley Propane: 614-873-4695 - 20# LP tank exchange.

(10) RV Servicers (not a complete list):

- a. Happy Traveler Mobile RV Repair: (Spencer Thompson) 740-272-1885
happytravelermobilerepair@gmail.com
- b. Retired Veteran Repair Service: (Greg Knoblock) 614-439-6471
rvrs_llc@yahoo.com
- c. Colerain Family RV, Delaware: 740-548-4068
- d. Mark Wahlberg Airstream & RV, Columbus: 614-279-8880

- e. RCD RV Super center, Delaware: 740-362-1441