

**571—61.3 (461A) Establishment of centralized reservation system operating procedures and policies.** The department shall establish a centralized reservation system to accept and process reservations for camping and rental facilities in state parks, recreation areas and state forest campgrounds.

**61.3(1)** *Centralized reservation system business rules manual.* The department shall adopt by reference the manual titled “Centralized Reservation System Business Rules for Iowa State Parks, Recreation Areas and State Forests,” dated January 1, 2006, which sets procedures and policies for the administration of reservations of campsites and rental facilities through the centralized reservation system.

**61.3(2)** *Recreation facilities available on centralized reservation system.*

*a. Rental facilities.* All rental facilities will be available on the centralized reservation system with the exception of the group camp at Springbrook State Park.

*b. Campgrounds.*

(1) All campgrounds will be available on the centralized reservation system except for the campgrounds at A. A. Call State Park, Fort Defiance State Park and Preparation Canyon State Park and the backpack campsites located in state forests.

(2) Fifty percent of the total number of campsites in each individual campground shall be designated as reservable sites on the reservation system. The determination of which campsites shall be included in the 50 percent reservable designation shall be the responsibility of the park staff in each park. Park staff shall include a combination of electric, nonelectric and sewer/water sites while taking into consideration campsite characteristics such as location, shade and size. The department shall review the percentage of reservable sites and usage on a biennial basis and determine whether the percentage of reservable campsites should be changed. A reservable campsite shall be identified with a reservable site marker on the campsite post.

(3) All designated organized youth group campsites and campsites marked with the international symbol of accessibility shall be included in the reservation system.

**61.3(3)** *Methods available to make reservations.* Persons may make reservations by telephone through the call center or through the Internet using the reservation system Web site.

**61.3(4)** *Reservation transaction fees.*

*a. Reservation fee.* A nonrefundable reservation fee shall be charged for each reservation made per campsite or rental facility regardless of the length of stay. The one-time fee is per reservation and is not charged per day or night. This fee is in addition to the camping fees or rental fees established in subrules 61.4(1) and 61.5(1). The reservation fee varies depending upon the method used when the reservation is made.

(1) Internet reservation — \$4 + 3 percent credit card processing fee (if applicable).

(2) Telephone reservation — \$6 + 3 percent credit card processing fee (if applicable).

*b. Change fee.* A fee of \$5 + 3 percent credit card processing fee (if applicable) shall be charged to change an existing reservation.

*c. Cancellation fee.* A fee of \$5 shall be charged to cancel a reservation.

**61.3(5)** *Reservation window.*

*a. Camping.* The reservation window for campsite reservations is 3 months to 2 days prior to the arrival date.

*b. Rental facilities.*

(1) Rentals for May 1 to September 30. The reservation window for rental facilities is 12 months to 4 days prior to the arrival date.

(2) Rentals for October 1 to April 30. The reservation window for rental facilities is 12 months to 14 days prior to the arrival date.