

## **RV PARK RENTAL & LOTTERY PLAN**

**(Approved by the Board on October 7, 1999, Revised October 28, 1999, Revised July 13, 2013, Revised September 11, 2013, Revised October 9, 2013, Revised January 7, 2015, Revised May 2<sup>nd</sup>, 2017, Revised May 2, 2018, Revised August 21, 2018))**

### **Site Status**

- Three Sites Reserved for Operations (No Rental Fees)

Site #27	Marina Store Clerk
Site #1	Campground Host
Site #9	Facilities Supervisor
- One Overnight Site (Site # 26) reserved for overnight rentals up to 10 days.
- The remaining twenty three sites will be made available to successful lottery participants and the general public in accordance with this document.

### **Seasonal Rental Period**

- May 15 through September 15

### **Rental Policy and Fees**

Daily and Seasonal rental Rates will be determined annually by the Pathfinder Marina & RV Park Management and approved by the Natrona County Parks Department in accordance with the 2018 Pathfinder Reservoir Concession Contract.

The overnight site will be offered on a first come-first serve basis for up to 10 days at the daily rate. Reservations for the overnight site may be made at any time prior to the rental period. Reservations for the overnight site must be made at the Marina Store. Fees for the rental of the overnight site are due at the time the reservations are made. No refund will be made for cancelled reservations.

All renters must vacate a rented space by 12:00 noon on the day following the last day of their reservation. Failure to do so will result in the RV being towed at the owner's expense.

The seasonal fee pertains to leases awarded through the lottery process and entitles each successful lottery participant to occupy the designated site during the Seasonal lease period. No refund will be made for cancelled reservations.

### **Lottery Eligibility Requirement**

- One lottery name entry per household.
- Rental fees for the seasonal lottery sites must be sent to the Pathfinder Marina & RV Park at PO Box 1728, Casper, WY 82602 by December 31 prior to the lottery rental period.
- Any fees received after the December 31 due date shall be immediately returned to the sender.
- A receipt for the funds received shall be provided by the Pathfinder Marina & RV Park immediately upon receipt.
- All fees are refundable until December 31 of the year preceding the lease term if requested by payer.

- Fees will be refunded to unsuccessful participants by January 31.
- No fees will be returned to the participants who are successful in the lottery.

### **Lottery Procedure**

- Advertisement will be made by posting the Lottery Plan in the Marina and/or Website.
- A waiting list shall be maintained from January 1 to December 31.
- The Pathfinder Marina & RV Park shall be the only entity authorized to receive rental payments, maintain the Lottery Record, and deposit rental payments.
- Lottery will be conducted by the Pathfinder Marina & RV Park in a public open forum at a date no earlier than January 1<sup>st</sup> and no later than January 15<sup>th</sup> of each year. Location and time of the lottery process shall be determined and communicated to lottery participants no later than January 1st.
- Lottery pool will consist of all individuals meeting the eligibility requirements.
- Site selection process will determine which site each successful participant will occupy.
- The Club Treasurer will notify the successful participants by January 16 and make sure that they understand how the **Site Selection Process** works and provide a telephone number where the previous year's successful participants can give notification of their site selection by January 31. **(See Site Selection Process) Sites will be assigned on preference in the order in which the selection is received by the Pathfinder Marina & RV Park.**
- By January 31, the Club Treasurer will return rental payments to the unsuccessful participants.

### **Site Selection Process**

- With the exception of lessees who are subject to the grandfathering renewal ability for tenants who initiated leases prior to 2018, successful participants in the previous year lottery will not have first right of renewal to renew a lease for the site that they occupied the previous year.
- Lessees who occupied a site prior to 2018, not selecting the site that they occupied the previous year, will be given first choice to select a vacant site in the order that their names are drawn in a lottery of these participants.
- In the event that Operational positions including Marina Store Clerk, Campground Host, or Facilities Supervisor are filled by an individual currently occupying a site and that person wishes to perform the above described duty from their current site, they shall be allowed to do so.
- In the event of Operational positions electing to fulfill their duty from an existing site, the operational sites shall be included in the lottery process.

- In the event a tenant gives up a first right of renewal site to become Campground Host and/or Facility Construction and Maintenance Manager and/or Marina Store Clerk, they will have first choice of a first right of renewal site when they vacate the Operational position when one becomes available.
- All remaining sites will be available to successful participants in the order that they were drawn in the lottery (the first drawn in the lottery will select from the available sites first, etc.). In the event that a successful lottery participant is not present at the lottery process, site selection for successful participants present will be made in the order drawn then remaining sites will be available for non-present successful participants.
- Sites not taken in the site selection process can be used for overnight rentals or rented for Seasonal rentals on a first come-first serve basis. These sites will become available in the next year's lottery.
- The Pathfinder Marina & RV Park will update the Lottery Record with the site selection information and provide copies to the campground host and Natrona County Parks Department.
- Pathfinder Marina & RV Park will provide the successful participants with a rental agreement. If the person whose name was selected does not sign a rental agreement within two (2) weeks, Concessionaire shall randomly select another name from the respective list.
- No preference shall be given to anyone.

**Manipulation of the lottery procedures by members of the Board or manipulation of the reservation policy by the Campground Host will be grounds for dismissal from these positions.**