

# **TITLE 725. OKLAHOMA TOURISM AND RECREATION DEPARTMENT**

## **CHAPTER 1. ADMINISTRATIVE OPERATIONS**

[**Authority:** 74 O.S., § 2204]  
[**Source:** Codified 7-1-94]

### **SUBCHAPTER 1. GENERAL PROVISIONS**

#### **725:1-1-1. Purpose**

The rules of this Chapter are adopted pursuant to 74 O.S. § 2200 et seq. These rules are intended to provide the general public with information regarding the practices and procedures of the Oklahoma Tourism and Recreation Department ("Department").

[**Source:** Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:1-1-2. Severability of rules and rules cumulative**

(a) Nothing within the rules of this Chapter shall be read, interpreted, understood, or applied so as to affect the validity and enforceability of any additional requirements, rules or regulations of any other governmental entity, public agency or instrumentality which may be otherwise associated with the transactions, conduct and facilities regulated herein.

(b) The rules of this Chapter shall be deemed cumulative and supplemental to all other applicable rules and regulations.

(c) If any rule, or part of a rule, in this Chapter is found to be unenforceable by a court of competent jurisdiction, the remainder of the rules will not be impaired or invalidated; the remaining rules in this Chapter will be valid and enforceable to the fullest extent permitted by law.

[**Source:** Added at 11 Ok Reg 3559, eff 7-1-94]

#### **725:1-1-3. Legal references**

References to titles and sections of law in this Chapter refer to titles and sections of the Oklahoma Statutes. References refer to the most recent version of the law unless another edition is specifically cited.

[**Source:** Added at 11 Ok Reg 3559, eff 7-1-94]

#### **725:1-1-4. General provisions for meetings of the Oklahoma Tourism and Recreation Commission [REVOKED]**

[**Source:** Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 25 Ok Reg 2081, eff 6-26-08 ; Revoked at 38 Ok Reg 2539, eff 9-11-21]

## **SUBCHAPTER 3. ORGANIZATIONAL STRUCTURE**

### **725:1-3-1. Director as Chief Executive Officer**

*The Chief Executive Officer of the Oklahoma Tourism and Recreation Department shall be the Executive Director, who shall be appointed by the Governor, with the advice and consent of the Senate, and who shall serve at the pleasure of the Governor and may be removed or replaced without cause. The Executive Director shall be chosen with regard to knowledge, training, experience, and ability to administer the functions of the Department [74:2206].*

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:1-3-2. Divisions of the Department [REVOKED]**

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Revoked at 38 Ok Reg 2539, eff 9-11-21]

## **SUBCHAPTER 5. OPERATIONS OF THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT**

### **725:1-5-1. Purpose**

It shall be the purpose of the Department to conserve and protect the parkland under the control of the Department; oversee the operation and maintenance of the state's lodges and golf courses; promote tourism by publicity and dissemination of information; assist in promotion of events sponsored by municipalities, associations, and organizations commemorating special events of local or historical interest; educate the public on the people, places, events, culture, and history of Oklahoma; and function in advisory capacity to the Governor, State Legislature, state agencies, municipalities, and to private organizations on matters pertaining to tourism and recreation [74: 2202].

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21]

### **725:1-5-2. Policy-determining agency for Department**

The Executive Director may prescribe and collect reasonable rates, fees, tolls, and charges for the services, facilities, and commodities rendered by all property of the Department [74:2220(A)].

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:1-5-3. General course and mission of operations**

The Department creates and promotes opportunities for quality recreational and educational experiences in an environmentally sound manner and develops, stimulates and markets the state's travel and tourism industry. The Department commits to training, motivating and empowering its employees to achieve excellence through the Quality Improvement Process and exercises the highest business and ethical standards in all its activities.

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21]

#### **725:1-5-4. Requests for information**

(a) The Department recognizes that the public is vested with the right to know and be fully informed about its government and will comply with the provisions of the Open Records Act, 51 O.S., Section 24 A.1. et seq., when responding to requests for information.

(b) Any individual or group seeking information about the Oklahoma Tourism and Recreation Department and Commission, its operations, facilities, programs, etc., may request information by making contact with the Oklahoma City Office through phone, email, or in writing. Contact information may be found at [www.otrd.travelok.com](http://www.otrd.travelok.com).

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 23 Ok Reg 1993, eff 6-11-06 ; Amended at 38 Ok Reg 2539, eff 9-11-21]

#### **725:1-5-5. Rates for document copying, mechanical reproduction, search charges and transcript charges [REVOKED]**

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Revoked at 38 Ok Reg 2539, eff 9-11-21]

## **SUBCHAPTER 7. RULES OF PRACTICE**

#### **725:1-7-1. Administrative Rules**

Department practices affecting the general public will be adopted by the Executive Director and promulgated as Administrative Rules in accordance with the Administrative Procedures Act. These rules describe administrative processes used to operate facilities and activities.

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 38 Ok Reg 2539, eff 9-11-21]

#### **725:1-7-2. Department Operating Procedures [REVOKED]**

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Revoked at 38 Ok Reg 2539, eff 9-11-21]

## **SUBCHAPTER 9. PETITION REQUESTING PROMULGATION, AMENDMENT, OR REPEAL OF RULES OR OTHER ACTION**

### **725:1-9-1. Submitting petitions**

(a) Any individual or group may request that the Department adopt, amend or revoke a rule, or request other action by submitting a petition as follows:

- (1) a petition must be dated and submitted in legible form.
- (2) a petition must clearly identify the party submitting the petition including name, address and telephone number and must include a statement reflecting the reason for submitting the petition.
- (3) a petition must list the action being requested, i.e, adopt, amend, or revoke and should identify existing rule if applicable.
- (4) a petition must state the facts supporting the request.
- (5) a petition must be signed by all petitioning parties.
- (6) a petition will be reviewed to determine if the petition satisfies the requirements set forth in this Chapter and is within the jurisdiction of the Department.
- (7) petitions satisfying requirements of this Chapter will be reviewed by the Executive Director. A petition that does not satisfy the requirements of this Chapter will be returned to the petitioner with documented reasons for return.

(b) A returned petition may be resubmitted. Resubmission must be done in the manner described in this Section.

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 38 Ok Reg 2539, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:1-9-2. Review of petitions**

(a) The Executive Director will consider each complete petition submitted within a reasonable time.

(b) A denied petition request shall be documented and written notification provided to the petitioner.

(c) An approved petition requesting promulgation, amendment or revocation of a rule shall result in the initiation of the rulemaking process.

[Source: Added at 11 Ok Reg 3559, eff 7-1-94 ; Amended at 38 Ok Reg 2539, eff 9-11-21]

## **CHAPTER 10. TOUR BUS PERMITS [REVOKED]**

[Authority: 47 O.S., § 1171 and § 2204]  
[Source: Codified 7-26-93]

### **SUBCHAPTER 1. GENERAL PROVISIONS [REVOKED]**

#### **725:10-1-1. Purpose [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

#### **725:10-1-2. Applicability [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

#### **725:10-1-3. Definitions [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93]

### **SUBCHAPTER 3. EXEMPTION AND RESPONSIBILITIES [REVOKED]**

#### **725:10-3-1. Exemption [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

#### **725:10-3-2. Department responsibilities [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

### **SUBCHAPTER 5. PERMIT APPLICATION [REVOKED]**

#### **725:10-5-1. Where to apply; discrimination prohibited [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

#### **725:10-5-2. Permit application form [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

#### **725:10-5-3. Approval [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

## **SUBCHAPTER 7. ANNUAL PERMIT [REVOKED]**

### **725:10-7-1. Annual permit requirements [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

### **725:10-7-2. Annual fee [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

### **725:10-7-3. Penalty for noncompliance [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

## **SUBCHAPTER 9. CHAUFFEUR'S LICENSE [REVOKED]**

### **725:10-9-1. Chauffeur's license required [REVOKED]**

[Source: Added at 10 Ok Reg 4141, eff 7-26-93 ; Revoked at 19 Ok Reg 2806, eff 7-25-02]

## **CHAPTER 15. FISCAL, PERSONNEL AND GENERAL OPERATIONS**

[**Authority:** 74 O.S., § 2204]  
[**Source:** Codified 12-31-91]

### **SUBCHAPTER 1. GENERAL PROVISIONS**

#### **725:15-1-1. Purpose**

This Chapter provides the rules which have general applicability throughout the Oklahoma Tourism and Recreation Department in the areas of fiscal and general operations. Rules specific to the Divisions of the Oklahoma Tourism and Recreation Department are contained in other Chapters of this Title.

[**Source:** Amended at 38 Ok Reg 2541, eff 9-11-21]

### **SUBCHAPTER 3. ACCEPTANCE OF CHECKS**

#### **725:15-3-1. Purpose**

The purpose of this Subchapter is to establish a policy for the acceptance of checks for the payment of goods and/or services, cashing of checks, and handling of checks returned as "insufficient", or for other reasons.

[**Source:** Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-3-2. Definitions**

The following words or terms when used in this Subchapter shall have the following meaning unless context clearly indicates otherwise:

**"Department"** means the Oklahoma Tourism and Recreation Department.

**"Facility"** means any operating unit so designated within the Oklahoma Tourism and Recreation Department.

**"Facility manager"** or **"manager"** means the person having management authority authorized by job title or job description of an operating unit of the Oklahoma Tourism and Recreation Department.

**"Guest/Patron"** means any person (including employees) who purchase goods and/or services from a state facility.

**"Overnight Guest"** means any person staying overnight in a park or lodge accommodation and is duly registered and paying for the services provided at the approved rate.

[**Source:** Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-3-3. Acceptance of checks**

- (a) Personal checks may not be accepted as payment for goods and services except for subscriptions to Oklahoma Today Magazine.
- (b) Business checks may be accepted as payment for goods and services in the amount of purchase. Acceptance of these checks must be approved by the facility manager or designee.

[Source: Amended at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-3-4. Cashing of checks [REVOKED]**

[Source: Amended at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-3-5. Information necessary**

Before accepting any check, the following information must be printed on the front side of the check: business address, city, state, and telephone number.

[Source: Amended at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

#### **725:15-3-6. Manager's discretion to accept checks [REVOKED]**

[Source: Amended at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-3-7. Insufficient or irregular checks**

Checks returned by bank marked "insufficient, "account closed", etc., will be processed in accordance with 62 O.S. § 34.57(D).

[Source: Amended at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **SUBCHAPTER 5. ACTUAL AND NECESSARY EXPENSES [REVOKED]**

#### **725:15-5-1. Purpose [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-5-2. Authorized users and conditions [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-5-3. Included expenses [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-5-7. Prior approval [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-5-9. Required documentation [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**SUBCHAPTER 7. NEPOTISM [REVOKED]**

**725:15-7-1. Purpose [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-7-2. Employment [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**SUBCHAPTER 9. UNIFORM PERSONNEL STANDARDS  
AND PRACTICES [REVOKED]**

**725:15-9-1. Purpose [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-9-2. Standards and practice [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**SUBCHAPTER 11. RECLASSIFICATIONS/PROMOTIONS  
[REVOKED]**

**725:15-11-1. Purpose [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-11-2. Criteria [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

**SUBCHAPTER 13. HANDICAP ACCESSIBILITY AND  
REMOVAL OF ARCHITECTURAL BARRIERS  
[REVOKED]**

### **725:15-13-1. Purpose [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-13-2. Definitions [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-13-3. New construction [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-13-4. Renovation of existing facilities [REVOKED]**

[Source: Revoked at 38 Ok Reg 2541, eff 9-11-21]

## **SUBCHAPTER 15. RESTRICTIONS FOR USE OF PUBLIC FACILITIES**

### **725:15-15-1. Purpose**

The purpose of this Subchapter is to establish policy placing restrictions on use of public facilities within the jurisdiction of the Oklahoma Tourism and Recreation Department for protection of life and property and for prevention of fire and injury.

### **725:15-15-2. Overcrowding**

Superintendents, managers and curators will not permit overcrowding of any facility rented for sleeping, dining, conferences, camping or other use where overcrowding may create an inconvenience to other guests, a fire hazard or cause injury, death or destruction of property.

## **SUBCHAPTER 17. PETS ON PREMISES**

### **725:15-17-1. Purpose**

The purpose of this Subchapter is to establish policy and procedure regarding pets in facilities operated by the Oklahoma Tourism and Recreation Department.

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-17-2. Restrictions and prohibited acts**

(a) The following activities are prohibited in any facility within the State Park System:

(1) No person shall bring a dog or pet into, permit a pet to enter or remain, or possess a pet in the State Park System unless said animal is leashed (not to exceed 10 feet or 3.0 meters), caged, confined in a vehicle, or otherwise restrained, so as to be under direct physical control of a person.

(2) Any vicious dog found loose in any State Park or Recreation Area may be destroyed in conformance with 74 O.S., Section 2217.

(3) No person shall bring a pet into, permit a pet to enter or remain, or possess any pet on any swimming pool, controlled beach area, public building, or any area or structure closed to the possession of pets by the park manager. Nor will any pet be allowed to swim at, or around any marina or fishing dock under the jurisdiction of the State Park System.

(4) No person shall bring a dog into, or permit a dog to enter or remain in the State Park System unless the person can present proof that said dog has a current, valid rabies inoculation.

(5) No person shall keep in the State Park System a noisy, vicious, or otherwise dangerous animal, or one which is disturbing to other persons in the State Park System.

(6) No person shall keep an animal described in (5) of this subsection in the State Park System if directed by any Park Official to remove said animal.

(7) No pet shall be left unattended which may result in harm to the pet.

(8) No pets will be permitted in the main portion of any lodge. Managers should encourage guests who do not wish to put up their pets to accept a pet friendly cabin or other accommodation in place of Lodge sleeping rooms.

(9) No person shall let a dog off leash outside of a designated fenced dog park. Owners shall abide by all posted rules and shall be responsible for any damage to property or injury to another dog or person.

(b) In park areas where hunting has been permitted, dogs may be used to support such activities in accordance with state law and any condition which may be established by the park manager.

(c) Pets or feral animals that are running-at-large or observed by an authorized person in the act of killing, injuring or molesting humans, livestock, or wildlife may be destroyed if necessary for public safety or protection of wildlife, livestock, or other natural resources.

(d) Pets running-at-large may be impounded, and the owner may be charged reasonable fees for kennel or boarding costs, feed, veterinarian fees, transportation costs, and disposal. An impounded pet may be put up for adoption or destroyed if after being held for seventy-two (72) hours from the time the owner was notified of capture or seventy-two (72) hours from the time of capture if the owner is unknown.

(e) This section does not apply to guide dogs accompanying visually impaired persons or hearing ear dogs accompanying hearing-impaired persons or dogs used by enforcement officers in the performance of their official duties.

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 19. OKLAHOMA TOURISM AND RECREATION PRODUCT DEVELOPMENT, PROMOTION, AND EVENTS FUNDING CRITERIA [REVOKED]**

### **725:15-19-1. Purpose and authority [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-2. Definitions [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-3. Eligibility [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-4. Publication of availability of local project funds [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-5. Form of application [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-6. Application deadlines [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-7. Application evaluation process [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-8. Notice of Award [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-9. Disbursement of funds [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-19-10. Control and accountability [REVOKED]**

[Source: Added at 9 Ok Reg 3823, eff 8-7-92 through 7-14-93 (emergency); Added at 10 Ok Reg 4145, eff 7-26-93 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

## **SUBCHAPTER 21. OKLAHOMA RECREATIONAL TRAILS PROGRAM AND THE BOATING INFRASTRUCTURE GRANTS PROGRAM**

### **725:15-21-1. Purpose**

The purpose of the Oklahoma Recreational Trails Program (RTP) is to expend monies funded through the US Department of Transportation. This fund created a federal trails assistance program specifically earmarked for trail construction and rehabilitation. The Boating Infrastructure Grants Program (BIG) is to expend monies funded through the US Fish and Wildlife Service for support of non-trailerable boating opportunities.

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-21-2. Eligibility**

(a) Applications for trail / boating projects will be accepted from:

- (1) City and county governments;
- (2) State agencies (including divisions of the Oklahoma Tourism and Recreation Department "OTRD");
- (3) Other governmental bodies created under state law (i.e. river authorities, planning districts);
- (4) Federal land managers (i.e. U.S. Forest Service, Corps of Engineers);
- (5) 501(c)(3) organizations, other 501(c)'s will be considered on a case by case basis (i.e. trail user groups, conservation clubs) Letter of Recognition of Exemption from the Internal Revenue Service is required in addition to a stated public purpose regarding land) however such organizations are not eligible for BIG; and
- (6) Other private organizations eligible as partners, but not sponsors.

(b) Only one entity will be considered the sponsor of any proposal. Even though projects are encouraged through the scoring system to be undertaken as partnerships, the sponsor for the project will be the one who signs the project application, is responsible to account for the costs incurred, and will receive the reimbursements.

(c) All applications from governmental agencies must include documented approval of the current director or chief administrative officer. If the landowner is different from the sponsor, application must include documentation of the owner's willingness to allow the trail.

(d) It is the intent of the RTP/ BIG that moneys made available through this fund are to be used on trails, boating and trail-related projects which have been planned and developed under existing federal and state laws, policies, and administrative procedures. It is also necessary that the project furthers a goal of the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The Project Priority Scoring System includes criteria which further SCORP goals.

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-21-3. Reimbursement procedures**

(a) The program is a reimbursement-type grant program. Project sponsors will apply to the Department for funding of specific trail/boating projects. The Department will select projects to receive funding and obtain approval from the Federal Highway Administration (FHWA) or the US Fish and Wildlife Service (USFWS) as applicable.

(b) After a project agreement is executed between the sponsor and the Department, the sponsor may initiate the project's proposed work elements, spending from their own funds and submitting reimbursement requests to the Department.

(c) The Department will reimburse the sponsors of projects selected for funding for the allowable percent of the project's total cost provided:

(1) The costs are for allowable expenditures as outlined in the sponsor's application and approved in the Project Agreement signed by the Department and the sponsor, and

(2) Sponsor supplies adequate documentation that fully accounts for both out-of-pocket expenditures and any donated labor, land, or materials and that certifies that the expenditures have been incurred on the project.

(d) Sponsors may submit reimbursement to the Department on an interim basis by submitting receipts and other documentation of expenditures and work undertaken provided the sum of the reimbursement totals at least five thousand dollars (\$5,000). If the entire project cost is below five thousand dollars (\$5,000), only one reimbursement will be accepted. After processing the reimbursement, OTRD will make a payment to the sponsor for the allowable percent of the amount submitted.

(e) Interim reimbursements may be made up to eighty percent (80%) of the federal grant amount for RTP and up to seventy-five percent (75%) for the BIG. The remaining twenty (20) or twenty-five (25) percent of the grant amount respectively will be released after the Department has performed an inspection of the project, which shows all elements of the project to be in substantial compliance.

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-21-4. Limitations on grant awards**

(a) Size of awards.

(1) The Department will limit the maximum amount granted to any single sponsor per project in one application period based on the amount of funds received during any such period.

(2) Each State Park shall be considered a separate sponsor.

(b) Number of projects per sponsor.

(1) Applicants may submit more than one project. However, the total amount granted for each individual project may not exceed the ceiling.

(2) As mentioned under OAC 725:15-21-2, the sponsor is the applicant, not the partner who may be the land manager. When one sponsor wishes to submit more than one project, separate applications should be submitted when projects are not located at the same site. An exception to this rule would involve the allowance of a single application for RTP trail work of a similar nature on a system of trails in one jurisdiction. For example, a city may submit one application proposing drainage improvements to all trails in its area, even though the trails are not connected and are located at various sites around town.

(c) 30%-30%-40% reserved funds for RTP.

(1) The federal act outlines a formula for state grant spending (after funds for administration and education are set aside). Not less than thirty percent (30%) of the funds shall be reserved for uses related to motorized trail recreation, and not less than thirty percent (30%) shall be reserved for uses related to non-motorized trail recreation. The remaining forty percent (40%) is discretionary for "diversified" trail use that gives preference to project proposals which:

(A) Provide for the greatest number of compatible recreational trail purposes, or

(B) Provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized recreational trail use.

(2) The Department will interpret the discretionary category for RTP as meeting either the greatest number of uses or innovative motorized/non-motorized sharing.

(d) Allowable project costs.

(1) Approved projects. The grant recipient may only initiate activities to undertake the approved scope of work after receipt of a fully executed Project Agreement. This includes not taking title to lands or easements that are included in the project costs. The sponsor will not be reimbursed for project costs incurred prior to the date of the signed Agreement. The RTP does not allow application preparation, site design, and other pre-application costs to be recovered retroactively.

(2) Allowable costs. Donations from the private sector (land for the RTP, materials, or labor for RTP and BIG) may only be attributed to the sponsor's match. Sponsors may not make a profit by being reimbursed beyond their out-of-pocket costs. Private

donations which exceed the federal share simply serve to reduce the overall cost of a project.

(3) Allowable project costs. Project sponsors may be reimbursed for, but not limited to, the following items

- (A) Acquisition of fee title land or easement (RTP only):
- (B) Service contracts:
- (C) Direct labor costs (hired workers, current staff, force account):
- (D) Materials (purchased):
- (E) Equipment rental:
- (F) Purchase of trail hand tools and equipment (total not to exceed \$1500 for RTP only):
- (G) Design, engineering and architectural services (not to exceed 20% of total project costs):
- (H) Natural and cultural resource surveys/clearances (if required):
- (I) Appraised value of donated land or easement (RTP):
- (J) Value of donated service contracts (including volunteer labor):
- (K) Value of donated materials or contribution of materials on hand:
- (L) Rental value if donated equipment: and
- (M) Any of the reimbursable costs which are paid for by cash donations or sponsor's appropriations (to account for the required match).

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-21-5. Procedures for submission and review of project applications**

- (a) Submission. Project applicants shall submit the Project application digitally to the Department with the applicable support documentation. The project applications will be reviewed for completeness prior to being scored and ranked.
- (b) Selection. A Project Priority Scoring System will be used to score and rank projects for the RTP and the BIG programs. The projects which accumulate the highest scores will receive grant assistance up to the available amount. The Department will maintain the Oklahoma Trails Advisory Board (OTAB) in accordance with the federal RTP legislation. The OTAB reviews and scores projects and makes recommendations for funding.
- (c) Approval process. Recommendations of projects to be funded will be presented to OTRD for approval. Project applicants will receive approval or disapproval in writing. Projects receiving approval will be included in Department's application to the FHWA or the USFWS. Upon receipt of FHWA or USFWS approval, applicants will receive a Project Agreement to execute.
- (d) Resubmission. Sponsors whose projects are not selected and approved for funding may resubmit their proposals for consideration in

the next cycle by notifying Department prior to the deadline which has been set for that cycle. Sponsors may wish to modify their proposals to give them a better chance of achieving a higher score. If proposals are modified, sponsors must supply updated materials along with their request to be reconsidered. Sponsors may resubmit an unmodified project no more than twice. If any previously funded projects have not been completed at the time of any new project submittal, the sponsor or the managing entity (if several sponsors fall under the same managing entity) will be penalized through the Project Priority Scoring System.

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

**725:15-21-6. Acquisition policies and procedures-RTP only**

(a) Means of acquisition. Acquisition of land or interests therein (easements, leases, or other legal interests) may be accomplished through purchase, transfer, donation, or a combination of these methods. When the acquisition is proposed by donation, the nature of any restriction on the use of the area or condition of donation will be examined to ensure that it is compatible with the purpose of the project. Only the value of land donations from private landowners may qualify as a match for all or a portion of the local matching share.

(b) Property subject to continuing use provision, section 6(f)(3). The RTP allows states to decide if they wish to apply Section 6(f)(3) of the Land and Water Conservation Fund Act. Oklahoma has chosen to apply this provision only to acquisition of fee simple property. This provision assures that once an area is protected by 6(f)(3), it will be continually maintained in public recreation use unless property of reasonably equivalent usefulness of at least equal fair market value is substituted and the substitution is approved, in advance, by the Department.

(c) Acquisition of less than fee simple property-- RTP only.

(1) The RTP requires that easements be pursued as a priority; acquisition of fee simple title may occur only when an easement is not feasible. Sponsors requesting funds for trails on private property are required to have an acceptable formal written agreement giving the public access to the trail for a minimum of twenty (20) years. Property with less than fee simple interest (usually an easement, lease or license) will only be eligible for fund support if it meets all of the following requirements:

(A) Sponsor has (or will have) legal control of the surface rights that are relevant to trail use, and any rights retained by the owner are not incompatible with trail use; and

(B) The term of the easement, lease or license may not be less than twenty years; and

(C) The easement, lease or license cannot be revocable at will by the grantor.

(2) Prior to the submission of an application involving property with less than fee simple title, it is suggested that the sponsor contact the Department to discuss program requirements. The sponsor should submit a copy of the draft legal document for

Departmental approval prior to its execution to ensure eligibility and avoid unnecessary delays. The draft agreement should include a boundary map, project area metes and bounds (if possible), and a letter from the lessor indicating a willingness to enter into the agreement when the project is approved.

(d) Reservations and rights not acquired. Reservations and rights held by others are permissible only if it is determined that the outdoor recreation activities and environment would not be adversely affected by conditions such as the holding of mineral rights, property liens, easements, etc. The applicant shall list all outstanding rights or interests held by others on the boundary map. Sponsors may be asked to explain how these outstanding rights are to be dealt with to assure that the outdoor recreation interests and the environment will not be adversely affected.

(e) Acquisitions involving compatible use. Non-recreation uses such as timber management, grazing mineral extraction, and other natural resource uses may be carried out within the project area only if they are:

- (1) Clearly described in the project application; and
- (2) Compatible and secondary to outdoor recreation use. The sponsor should contact the Department prior to any action which would cause the fund-assisted area to be converted to other than outdoor recreation uses.

(f) Acquisitions which will not be assisted. The following acquisitions will not be assisted:

- (1) Lands which are already within the public domain and can currently be utilized for outdoor recreation.
- (2) Land acquisitions which occur prior to grant approval or Department's authorization. Consequently, the value of land already owned by the project sponsor cannot be used as the sponsor's local match.
- (3) Private land from an unwilling seller.

(g) Scheduling. When proposing the acquisition of land or real property, it is not appropriate to negotiate a price prior to grant and appraisal approval by the Department. Sponsors may, however, contact the landowner to determine if the land is available for acquisition to determine if the donor is willing to donate, sell, or partially donate the subject property. Please be advised that negotiations of a price prior to grant and appraisal approval may jeopardize the eligibility of the proposed acquisition for grant assistance.

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-21-7. Construction policies and procedures**

(a) Construction projects. RTP construction projects may consist of new trail development, restoration, rehabilitation, or maintenance, and development of related support facilities at trailheads or alongside trails. BIG projects may include docks, restrooms, wavebrakes and other development that serves the transient boater and must serve the general public and further a specific goal of the Oklahoma Statewide Comprehensive Outdoor Recreation Plan (SCORP), plus any applicable

local or regional plans. In order to encourage and support the RTP/ BIG, sponsors must also erect a sign at the project site which designates the project as a product of the National Recreational Trails Fund Act or the Boating Infrastructure Grants program as applicable. This sign may be attached to existing park or facility signs at the project site or included on signs to be constructed as part of the project. The sign should state "National Recreational Trails Program" and should be included in the cost estimate for the project.

(b) Barrier-free access. Sponsors are encouraged to make all elements proposed in the project accessible to users who are physically and/or mentally disabled. All development including, parking facilities, and restrooms developed with grant assistance must be fully accessible. To the greatest extent possible, within reasonable cost, trails intended for use by pedestrians should be accessible to people using wheelchairs, whether manual or motorized. Projects in developed areas should place particular emphasis on accessibility. Sponsors will need to justify why it is not feasible to make trails fully accessible.

(c) Scheduling. On-the-ground construction shall begin no later than twelve (12) months after the Department, by official notification, has approved the project plans and specifications. Any project sponsor who is unable to comply shall notify the Department in writing, at least thirty (30) days before the twelve (12) month period has lapsed, stating the reason(s) why and requesting a time extension. All projects must be accomplished within two (2) years or less unless the Department approves a time extension. Construction which occurs prior to grant approval and Department's authorization will not be eligible for reimbursement.

(d) Inspections. Three (3) inspections will be conducted throughout the life of the project. They are as follows:

- (1) a pre-inspection before the project begins;
- (2) a fifty percent (50%) inspection to evaluate progress; and
- (3) a post-inspection when the project is complete.

(e) Compliance. All federal laws apply. Development projects approved to receive federal funds must meet federal contract compliance requirements. These requirements include, but are not limited to:

- (1) Equal Opportunity Clause (41 CFR 60-1.4);
- (2) Nonsegregated Facilities Statement (41 CFR 60-1.8);
- (3) Notice of Requirement for Affirmative Action (41 CFR 60-4.2)
- (4) Standard Federal Equal Employment Opportunity Specifications (41 CFR 60-4.3);
- (5) Acknowledgment that federal funds are being utilized;
- (6) Facility designs must be in accordance with the Architectural Barriers Act of 1968 (Public Law 90-480 as amended through 1978), and the Americans With Disabilities Act (ADA) (Public Law 101-336, 1990):
- (7) Flood Disaster Protection Act of 1973 (P.L. 93-234);
- (8) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646):
- (9) Management of Real Property (49 CFR 18.31, 49 CFR 19.32):
- and
- (10) Management of Equipment (49 CFR 18.32, 49 CFR 19.34).

[Source: Added at 11 Ok Reg 2863, eff 6-13-94 ; Amended at 14 Ok Reg 3230, eff 7-25-97 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 23. COLLECTION OF ACCOUNTS RECEIVABLE**

### **725:15-23-1. Purpose**

The purpose of this Subchapter is to establish policy regarding the collection of accounts receivable and outstanding debts owed to the Department.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94]

### **725:15-23-2. Collection processes**

(a) The Department will make every reasonable effort to collect all duly owed and delinquent accounts in a timely manner consistent with cost effective principles. Such efforts may include, but are not limited to, telephone, written certified correspondence, Small Claims Court, and referral to a collection agency.

(b) Accurate and up to date account files and monitoring information shall be maintained by the Department and a summary report of all unpaid accounts shall be presented to the Executive Director for review and appropriate action.

(c) The Executive Director shall direct the implementation of operation procedures to carry out the expressed intent of the policy.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

## **SUBCHAPTER 25. GIFT CARDS**

### **725:15-25-1. Purpose**

The purpose of this Subchapter is to establish policy for the sale of Department gift certificates, gift cards, codes, vouchers, or other proofs of issuance, hereafter referred to as gift cards.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-25-2. Establishing gift card programs**

Gift card programs may be established upon approval of the Executive Director when it is determined sale of such cards will increase revenue for the operating divisions.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

**725:15-25-3. Guidelines of issuing gift cards**

- (a) Gift cards may be issued for any dollar amount and full payment of the face value of the cards must be made at time of purchase.
- (b) Gift cards may be issued for promotional purposes as approved by the Director of State Parks.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:15-25-4. Expiration date**

- (a) Gift cards will carry an expiration date in accordance with current system of record for electronic gift cards.
- (b) Paper gift certificates will carry an expiration date that is no more than one (1) year from the date of issue.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

**725:15-25-5. Use of gift cards**

The original gift cards or electronic record must be presented to obtain credit against the purchase of goods or services.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

**725:15-25-6. Outstanding balance on redeemed gift cards**

When the amount of a gift card exceeds charges for goods or services rendered, the outstanding balance will be cleared by using one of the following methods:

- (1) If the gift card is a paper certificate from the previous gift certificate program, a new electronic gift card for the remaining balance will be issued.
- (2) If a gift card is in an electronic format, the remaining balance will remain on the electronic account.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 39 Ok Reg 2316, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:15-25-7. General accountability controls**

The Chief Financial Officer will be responsible for establishing accountability controls. Funds obtained from the sale of gift cards will be accounted for in accordance with established procedures.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 39 Ok Reg 2316, eff 9-11-22]

**SUBCHAPTER 27. PROMOTION OF FACILITIES  
[REVOKED]**

**725:15-27-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-27-2. Programs authorized [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 29. OKLAHOMA TODAY MAGAZINE**

### **PART 1. GENERAL PROVISIONS**

#### **725:15-29-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

#### **725:15-29-2. Fee authority [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

#### **725:15-29-3. Refunds [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

#### **725:15-29-4. Promotional discounts [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

### **PART 3. MAGAZINE SALES**

#### **725:15-29-10. Establishing rates [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

#### **725:15-29-11. Application of rates and discounts**

Every person shall be charged the same rate for single issue or subscription purchases of Oklahoma Today magazine except:

- (1) when discounted for promotional purposes or,
- (2) when specifically directed by legislative action.

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 27 Ok Reg 2584, eff 7-25-10]

### **PART 5. RESALE MERCHANDISE**

### **725:15-29-20. Establishing prices [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

### **725:15-29-21. Application of prices, discounts and specials [REVOKED]**

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 27 Ok Reg 2584, eff 7-25-10]

## **PART 7. CREDIT**

### **725:15-29-30. Credit for magazine or resale merchandise purchases**

Purchases by individuals for magazines or resale merchandise may be made with a valid credit card that is accepted by Oklahoma Today magazine. However, credit will not be extended in any other manner to individuals for magazine or resale merchandise purchases.

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 27 Ok Reg 2584, eff 7-25-10]

### **725:15-29-31. Establishing credit for purchase of advertising**

(a) Credit will be established in accordance with procedures prescribed by the department's Chief Financial Officer. Information required to establish credit will include, but not be limited to:

- (1) Amount of credit requested
- (2) Current billing address information
- (3) Bank name and other credit references

(b) All credit accounts must be approved by the publisher of Oklahoma Today magazine.

(c) Oklahoma Today magazine will maintain a list of active credit accounts. Accounts that have not been satisfactorily used within one year will be deemed inactive. Credit may be reestablished in accordance with procedures prescribed by the Chief Financial Officer.

[Source: Added at 11 Ok Reg 3567, eff 7-1-94]

### **725:15-29-32. Terms and payment of credit accounts**

(a) Terms and payments for entities, individuals and/or businesses purchasing advertising space in Oklahoma Today magazine will be made using one of the following methods:

- (1) Payments will be made as described in the billing schedule published in Oklahoma Today magazine's media guide. A copy of the media guide may be requested as follows:

- (A) Telephone requests may be made by calling the Oklahoma City Office at (405) 522-9500.

(B) Written requests may be mailed to, the Oklahoma City Office whose mailing address may be found at [www.oklahomatoday.com](http://www.oklahomatoday.com).

(2) Payment for purchase of advertising on credit must be paid in full upon publishing.

(b) Failure to pay credit accounts in full in accordance with approved terms will result in revocation of the credit account. No further credit will be approved unless specifically authorized by the Executive Director.

[Source: Added at 11 Ok Reg 3567, eff 7-1-94 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 27 Ok Reg 2584, eff 7-25-10 ; Amended at 38 Ok Reg 2541, eff 9-11-21]

## **SUBCHAPTER 31. REFUNDS**

### **PART 1. GENERAL PROVISIONS**

#### **725:15-31-1. Purpose**

The purpose of this subchapter is to establish policy for refunding payment received for advanced deposits for reservations, advance payments, and purchases of goods or services.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-31-2. General Rules**

- (a) If the original payment was made using a credit card, whenever possible, refunds of such payments will be made by issuing a credit against the credit card used to make the purchase.
- (b) Time limits established for notification of cancellation in Part 3 of this Subchapter apply to payments made by credit card.
- (c) Refunds for the purchase of goods may be made upon return of merchandise accompanied by the original sales receipt using one of the methods described in 725:15-31-11.
- (d) Refunds up to Five Hundred Dollars (\$500.00) will be made in the form of a check issued by the facility.
- (e) Refunds greater than Five Hundred Dollars (\$500.00) will be made in the form of a check issued by the Agency's Administrative offices, unless prior approval has been granted by the Chief Financial Officer or designee.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **PART 3. REFUNDS**

#### **725:15-31-10. Notice of Cancellation**

(a) In order to ensure a refund from state parks, lodges, or golf courses ( hereafter referenced as state park facilities) for advance deposits

required in accordance with OAC 725:30-12, notice of cancellation must be received in advance of the check-in or arrival date as follows:

- (1) Five (5) DAYS - Park cabins, reserved/assigned campsites, community buildings, amphitheaters, shelters, meeting rooms, lodges, or other facility not defined.
- (2) Ten (10) DAYS - Group Campsites.
- (3) Thirty (30) DAYS - Large group and rallies.
- (4) Sixty (60) DAYS - Group camps.

(b) Notice of cancellation shall be provided through the reservation system where the booking was originally made.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-31-11. Purchase refunds**

(a) Refunds may be made when a guest, after paying for accommodations in advance, has occupied a state park facility and chooses to vacate the facility prior to their planned departure due to unsuitable conditions including, but not limited to, inoperable utilities or pest infestation.

(b) Prorated refunds for golf course green fees and cart rental may be made when an individual cannot play the number of holes for which fees were paid.

(c) No refunds will be made if comparable state park facility accommodations are made available to the guest in lieu of the unsuitable accommodations.

(d) Such determination of conditions and whether comparable state park accommodations are available shall be made by the facility manager.

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:15-31-12. Refunds for purchase of merchandise from park gift shops [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-31-13. Rain checks in lieu of refund [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Revoked at 39 Ok Reg 2316, eff 9-11-22]

### **PART 5. GOLF COURSES [REVOKED]**

#### **725:15-31-20. Refunds for purchase of merchandise from golf course pro shops [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-31-21. Refunds for green fees and cart rental [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-31-22. Rain checks [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**PART 7. STATE LODGES [REVOKED]**

**725:15-31-30. Refunds of advance deposits for reservations [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-31-31. Refunds for advance payment [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-31-32. Refunds for purchase of merchandise from gift shops [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 19 Ok Reg 2808, eff 7-25-02 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**PART 9. OKLAHOMA TODAY MAGAZINE [REVOKED]**

**725:15-31-40. Refunds for magazines [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**725:15-31-41. Refunds for purchase of merchandise [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Amended at 22 Ok Reg 2652, eff 7-11-05 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

**PART 11. DIVISION OF TRAVEL AND TOURISM [REVOKED]**

**725:15-31-50. Refunds for fees [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-31-51. Refunds for purchase of promotional items [REVOKED]**

[Source: Added at 11 Ok Reg 3563, eff 7-1-94 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

## **SUBCHAPTER 33. OKLAHOMA TOURISM DEVELOPMENT ACT TAX CREDIT PROGRAM [TRANSFERRED]**

**Editor's Note:** *Effective 11-1-21, the rules in this Subchapter were transferred to the Department of Commerce [OAC 150:165]. Pursuant to Senate Bill 739 (2021), "...all administrative rules promulgated by the Oklahoma Tourism and Recreation Department regarding the Oklahoma Tourism Development Act shall be transferred to and become a part of the administrative rules of the Oklahoma Department of Commerce" [Senate Bill 739 (2021), Section 5(H)]. As directed by SB 739, an Editor's Notice was published in the Oklahoma Register [see 39 Ok Reg 140], announcing the transfer of the rules from this Subchapter and identifying the new location of the transferred rules. For additional information relating to this transfer, see Senate Bill 739 (2021).*

### **725:15-33-1. Necessity, function, and conformity [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

### **725:15-33-2. Definitions [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

### **725:15-33-3. Standards for preliminary approval [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

### **725:15-33-4. Oklahoma Tourism Development Act Tax Credit Program application [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

### **725:15-33-5. Final Approval [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

## **725:15-33-6. Application form [REVOKED]**

[Source: Amended at 23 Ok Reg 1995, eff 6-11-06 ; Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

## **725:15-33-7. Appeals [REVOKED]**

[Source: Revoked at 35 Ok Reg 231, eff 11-17-17 (emergency); Revoked at 35 Ok Reg 2125, eff 10-1-18]

## **725:15-33-8. Necessity, function, and conformity [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-1 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-9. Definitions [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-2 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-10. Standards for preliminary approval [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Transferred to 150:165-1-3 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-11. Oklahoma Tourism Development Act ProgramApplication [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-4 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-12. Final Approval [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-5 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-13. Application form [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-6 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **725:15-33-14. Appeals [TRANSFERRED]**

[Source: Added at 35 Ok Reg 207, eff 11-17-17 (emergency); Added at 35 Ok Reg 2125, eff 10-1-18 ; Amended at 37 Ok Reg 632, eff 3-9-2020 (emergency); Amended at 374 Ok Reg 2251, eff 9-11-20 ; Transferred to 150:165-1-7 by SB 739 (2021), eff 11-1-21 (Editor's Notice published at 39 Ok Reg 141)]

## **SUBCHAPTER 35. REVENUE BOND AND NOTE ISSUANCE**

### **725:15-35-1. Authority**

The Oklahoma Tourism and Recreation Department may make and issue notes and bonds, and pledge revenues of the Department and funds as may be provided by law for such payments pursuant to the provisions contained in Sections 2271 through 2276 of Title 74 of the Oklahoma Statutes for furtherance of its lawful purposes.

[Source: Added at 19 Ok Reg 3025, eff 8-13-02 (emergency); Added at 20 Ok Reg 1355, eff 5-27-03 ; Amended at 23 Ok Reg 1995, eff 6-11-06 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-35-2. Project selection criteria**

The projects authorized by the Department shall be based on the following criteria:

- (1) Recommendation by the Executive Director of the Oklahoma Tourism and Recreation Department,
- (2) Demonstration of the ability to generate revenue or support revenue generating facilities under the jurisdiction of the Department,
- (3) Provides for the maintenance, construction, or improvement of state facilities under the jurisdiction of the Department,
- (4) Determination of statewide significance in purpose,
- (5) Having a useful life that equals or exceeds the anticipated debt-service or repayment period,
- (6) Located such that the Department has sufficient ownership of the land or a sufficient balance of leasehold interest or can obtain a sufficient extension of leasehold interest to allow amortization of the debt,
- (7) Being of a size and scope that is viable to include in a financing package and does not exceed the ability of the Department to meet debt service or repayment obligations, without sacrificing on-going operation and maintenance needs, and
- (8) Being in the overall best interest of the Oklahoma Tourism and Recreation Department.

[Source: Added at 19 Ok Reg 3025, eff 8-13-02 (emergency); Added at 20 Ok Reg 1355, eff 5-27-03 ; Amended at 38 Ok Reg 2541, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:15-35-3. Identification of projects**

(a) The Department may develop a list of proposed projects that will be considered for financing. The list shall be utilized when seeking underwriter, bond counsel and other services and advice relevant to the proposed financing. Any number of projects may be included in a respective issuance. The list shall include but is not limited to the following information.

- (1) the name of the project including location and short title,
- (2) the purpose and justification for such project,
- (3) estimated cost of the project, including design costs if necessary,
- (4) a description of how the project will be done, whether bid or other means of performance,
- (5) the anticipated revenue generated by the project to be dedicated to the repayment of debt service assigned to the issue notes and bonds,
- (6) the source of funds to be used for the repayment of such debt service assigned to the issuance of the notes and bonds,
- (7) an estimation of the useful life of the project, and
- (8) an approximation of the operating or maintenance costs that will be associated with the project.

(b) The list of proposed projects may be adjusted by the Department as needed to obtain a successful issuance.

[Source: Added at 19 Ok Reg 3025, eff 8-13-02 (emergency); Added at 20 Ok Reg 1355, eff 5-27-03 ; Amended at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-35-4. Preliminary resolution**

(a) The Department may provide a preliminary resolution as appropriate for the issuance of revenue notes and bonds for lawful purposes at any scheduled meeting held pursuant to the Open Meetings Act.

(b) The resolution may provide for the following:

- (1) authorization for the Oklahoma Tourism and Recreation Department to coordinate with the State Bond Advisor in developing material for a proposed issuance, including but not limited to all requirements of the Oklahoma Bond Oversight and Reform Act,
- (2) authorization for the Oklahoma Tourism and Recreation Department to prepare requests for proposals and other solicitations for bond counsel, underwriters and other services as necessary and appropriate for consideration of bond or note issuance, and
- (3) other acts as necessary and appropriate to prepare a proposal for an initial issuance, a refunding, redemption or other act allowable by law.

[Source: Added at 19 Ok Reg 3025, eff 8-13-02 (emergency); Added at 20 Ok Reg 1355, eff 5-27-03 ; Amended at 38 Ok Reg 2541, eff 9-11-21]

#### **725:15-35-5. Resolution**

(a) The Department shall provide a resolution as appropriate for the official issuance of revenue notes and bonds for lawful purposes at any scheduled meeting held pursuant to the Open Meetings Act.

(b) The resolution may provide for the following:

- (1) a description of the type, form and character of the note(s) or issuance and the amount,
- (2) authorizations as necessary for the execution of the indenture and all other instruments and documents relative to the sale and

issuance of bonds or notes,  
(3) approval of official statements, declarations or other published material,  
(4) setting of interest rate parameters and duration of repayment,  
(5) appointment of trustee bank, paying agent and other appointments as necessary and appropriate, and  
(6) other acts as necessary and appropriate to implement the desired action, whether an initial issuance, a refunding, redemption or other act allowable by law.

[Source: Added at 19 Ok Reg 3025, eff 8-13-02 (emergency); Added at 20 Ok Reg 1355, eff 5-27-03 ; Amended at 38 Ok Reg 2541, eff 9-11-21]

## **SUBCHAPTER 37. PAY INCENTIVE PLAN [REVOKED]**

### **725:15-37-1. Purpose [REVOKED]**

[Source: Added at 20 Ok Reg 560, eff 1-3-03 (emergency); Added at 20 Ok Reg 1356, eff 5-27-03 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

### **725:15-37-2. Annual Incentive Pay Plan [REVOKED]**

[Source: Added at 20 Ok Reg 560, eff 1-3-03 (emergency); Added at 20 Ok Reg 1356, eff 5-27-03 ; Revoked at 38 Ok Reg 2541, eff 9-11-21]

## CHAPTER 20. MARKETING SERVICES OPERATION

[Authority: 74 O.S., § 2204]

[Source: Codified 12-31-91]

### SUBCHAPTER 1. GENERAL PROVISIONS

#### 725:20-1-1. Purpose

The rules of this Chapter have been adopted for the purpose of complying with the provisions of the Administrative Procedures Act, 75 O.S., Section 250 et seq. This Chapter applies specifically to the responsibilities of the Travel Promotion Division.

[Source: Amended at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### 725:20-1-2. Fee authority

Fees described in this Chapter will be approved by the Oklahoma Tourism and Recreation Department ("Department"). The Department shall prescribe rates, fees, tolls, and charges for the services, facilities, and commodities rendered by all property of the Department.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### 725:20-1-3. Refunds

Refunds for fees described in and paid pursuant to this Chapter may be made in accordance with OAC 725:15-31.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### 725:20-1-4. Definitions

The following words and terms, when used in this Chapter, shall have the following meaning unless the context clearly indicates otherwise:

**"Department"** means the Oklahoma Tourism and Recreation Department.

**"Director"** means the Director of the Travel Promotion Division, or their designee.

**"Division"** means the Travel Promotion Division.

**"Executive Director"** means the Executive Director or Deputy Executive Director of the Oklahoma Tourism and Recreation Department.

[Source: Added at 39 Ok Reg 2321, eff 9-11-22]

### SUBCHAPTER 3. LOCATING AND OPERATING VISITOR INFORMATION CENTERS [REVOKED]

### **725:20-3-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-3-2. Definitions [REVOKED]**

[Source: Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-3-3. Responsibilities [REVOKED]**

[Source: Revoked at 11 Ok Reg 3569, eff 7-1-94]

## **SUBCHAPTER 5. REQUESTS FOR OKLAHOMA FLAGS [REVOKED]**

### **725:20-5-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-5-2. Flag requests [REVOKED]**

[Source: Revoked at 11 Ok Reg 3569, eff 7-1-94]

## **SUBCHAPTER 7. REIMBURSEMENT OF MATCHING FUNDS TO MULTICOUNTY ORGANIZATIONS**

### **725:20-7-1. Definition of multicounty organization; directors**

(a) A multicounty organization is:

(1) A non-profit association, registered with Oklahoma's Secretary of State, whose primary purpose is to promote the tourism attributes of a multiple-county region in Oklahoma and, is identified as a tourism "country" or "lake" association.

(2) An association that is governed by a board of directors who equitably represent the counties comprising the multiple-county region. Directors shall reside or work in the county they represent.

(3) An association whose directors are elected by the organization's membership.

(4) An association that maintains an administrator of operations who is not an elected director.

(5) An association that utilizes income from private sector sources as the basis for funding administrative and promotion expenses. Private sector funds are revenues solicited and received by a multicounty organization for purposes of administering and implementing the organization's program of tourism marketing and promotion. Methods for generating such income are

membership dues, advertising sales in the organization's periodic promotional publication(s), participation in media advertising planned and implemented by the association and, net income from a public entertainment event that is planned, managed and promoted by the association.

(6) An association that has provided to the Department an independent and certified financial audit for the immediate preceding fiscal year.

(b) Directors shall not receive remuneration, reimbursement, or anything of value from the association for themselves or for business operations in which a director or immediate family member is a principal or an employee, except for: travel expenses not to exceed the State Travel Act; familiarization tour costs for lodging and meals when paid to the lodging and restaurant owner who is a director; and, rent of office facilities.

(c) With the exception of those organizations not identified as "country" or "lake" associations participating in the program on July 1, 2001, not more than one organization representing a recognized "country" region or "lake" area shall be eligible to receive matching funds.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:20-7-2. Definition of matching funds; limitations**

(a) Matching funds are funds appropriated by the Legislature and administered by the Department, for the reimbursement of expenditures by qualified multicounty organizations for allowable administrative expenditures and for allowable tourism promotion expenditures conducted by the multicounty organization.

(b) Limitations to the amount of matching funds that any multicounty organization may receive are contingent upon:

- (1) the total amount appropriated each year by the Legislature;
- (2) the amount of allowable expenditures by a multicounty organization;
- (3) the number of eligible multicounty organizations; and,
- (4) an organization's compliance with rules governing the program.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

### **725:20-7-3. Tourism marketing plan; budget work program**

(a) Each multicounty organization shall prepare a tourism marketing plan, which shall include a budget work program, for the ensuing fiscal year. The tourism marketing plan shall specify:

- (1) Which multicounty region of the state the multicounty organization represents and the tourism attributes of the region;
- (2) Target markets and the method(s) of communication that will be employed to reach the targeted markets shall be identified;
- (3) The projected cost of each method of promotion;
- (4) Evaluative measures of the multicounty organization's marketing and promotion including, but not limited to, key

performance indicators ("KPI").

(A) KPIs shall be agreed upon by the multicounty organization and the Department and shall be designed to enable the multicounty organization and/or the Department to gauge whether a promotional/marketing effort of the multicounty organization reached the identified target market(s). The results shall be submitted to the Department as a supplemental report with the annual independent audit.

(B) The Department may conduct a mid-year check-in with the multicounty organization to review compliance with and progress towards the evaluative measures set forth in this subparagraph.

(C) Failure of a multicounty organization to meet a KPI may result in the Department lowering the amount the multicounty organization receives the following year based on the percentage of the KPIs not met.

(5) The marketing plan shall be specific as to how the multicounty organization plans to attract travelers/visitors/tourists to the region comprised of the multiple counties.

(b) The tourism marketing plan shall not be an individual business, community, or county plan.

(c) A multicounty organization's marketing shall complement the State of Oklahoma's tourism marketing plan and goal KPIs in the following regards:

(1) Target markets shall be identified and all marketing/promotion shall be placed in such a manner as to effectively reach the targeted markets;

(2) Media advertising/communication shall be employed to project an image of the multicounty region and to pull inquiries for more specific or comprehensive information about the area, events, or attractions, as well as drive visitation and tourism spend metrics in conjunction with the Department's goals;

(3) Produce specific and comprehensive information about the multicounty region's tourism attributes;

(4) Distribute information to those who inquire, as well as to unsolicited potential travelers/visitors/tourists, and at travel and trade shows; and,

(5) Evaluate the multicounty organization's marketing/promotion methods to determine effectiveness.

(d) Each multicounty organization shall submit its marketing plan, which includes a budget work program for the ensuing fiscal year to the Department not later than May 20, each year.

(e) Expenditures for obligations incurred before the Executive Director approves a multicounty organization's plans and budget, and expenditures not in accordance with a multicounty organization's marketing plan shall not be reimbursable expenditures. Amendments to marketing plans may be submitted during the current fiscal year and are subject to approval by the Executive Director.

(f) A multicounty organization's marketing plan shall be structured to:

- (1) Integrate the association's tourism marketing and promotion with the Department's tourism marketing;
- (2) Participate and cooperate with the Department in identifying historical, scenic and recreational attractions and events in the multicounty organization area;
- (3) Participate at travel/trade shows by exhibiting at a minimum of one (1) travel/trade show;
- (4) Participate and cooperate with the Department in developing and distributing brochures, news and publicity materials which promote area attractions and tourism-related activities by budgeting for the production of a periodic promotional publication;
- (5) Participate and cooperate with the Department in identifying marketing areas for the purpose of placing media advertising that promotes area attractions and tourism-related activities;
- (6) Participate and cooperate with the Department in the development of print media, radio and television spots to be utilized for paid and public service announcements and contract for and place a minimum of ten thousand dollars (\$10,000.00) or higher in media advertising with media whose majority circulation is outside the counties comprising the multicounty organization's area;
- (7) Participate and cooperate with the Department in the development of travel industry familiarization tours and international travel markets for the state;
- (8) Participate and cooperate with the Department in developing package tours for the purpose of establishing Oklahoma as a destination state; and
- (9) Participate and cooperate with the Department in tourism promotion and advertising programs.

(g) A multicounty organization's marketing shall be planned, implemented and administered by the multicounty organization's administrator or staff designated by the association's governing body. Any logo, design, or advertisement used or created by a multicounty organization shall be approved in writing by the Department prior to use or dissemination by the multicounty organization.

(h) A multicounty organization shall not subcontract or reassign the responsibilities described without the approval of the Department of Tourism and Recreation.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-7-4. Allocation of matching funds among multicounty organizations**

(a) Matching funds appropriated by the Legislature for multicounty organizations shall be allocated among the multicounty organizations who have submitted an acceptable marketing plan and certified audit for the previous fiscal year to the Department. The marketing plan will be considered an application to receive matching funds.

(b) To be eligible to receive matching funds, a multicounty organization must have raised an average of at least fifty thousand dollars

(\$50,000.00) in private funds over the three (3) most recent fiscal years.

(c) The amount allocated to a multicounty organization shall be one hundred percent (100%) of the average amount expended, by the multicounty organization over the three (3) most recent fiscal years, for administration and promotion expenses that would have qualified for reimbursement with matching funds, regardless of whether the expenditures were reimbursed. However, no multicounty organization will receive more than twenty-five percent (25%) per allocation of the amount appropriated by the Legislature.

(d) The average amount will be derived from the annual independent audits submitted by a multicounty organization for the most recent three (3) years.

(e) If a multicounty organization has not been audited for three (3) consecutive years, its amount of private sector funds raised will be based on the average of the two (2) most recent years or, if audited for only the immediate past fiscal year, the amount of qualified private sector funds raised during that year.

(f) In the event the appropriated funds are more, or less than the amount necessary to satisfy one hundred percent (100%) of the overall average, then each association will be allocated an amount equivalent to its percentage of the overall average.

(g) If a multicounty organization has not utilized the full amount of its allocation (evidenced by either proof of payment, invoice showing obligated expense, work order, or contract) at least thirty (30) days prior to the end of the fiscal year, the unobligated amount shall be reallocated among the multicounty organizations who stipulate they will be able to utilize matching funds in excess of the amount initially allocated. No multicounty organization shall receive more than twenty-five percent (25%) of the reallocated amount.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-7-5. Allowable expenditures**

(a) Expenditures by multicounty organizations are expenditures that are consistent with the definition of administrative expenditure and promotion expenditure defined in OAC 725:10-7-6 and OAC 725:10-7-7 that are submitted to the Department for reimbursement of matching funds.

(b) Allowable administrative expenditures shall be limited to those expenditures specified in OAC 725:20-7-6. Allowable tourism promotion expenditures shall be limited to those expenditures specified in OAC 725:20-7-7.

(c) Advertising or promotion of activities that are prohibited by Oklahoma State Law or Federal Law shall not be allowable expenditures.

(d) Allowable expenditures shall be in conformity with the multicounty organization's marketing plan approved by the Director.

(e) Paying for marketing, promotion or administrative expenses incurred by, or on behalf of, an individual or entity other than the multicounty

organization shall not be an allowable (matchable) expenditure.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-7-6. Administrative expenditures**

(a) Administrative expenditures are expenditures by a multicounty organization for the administration of fund raising to accomplish the association's tourism promotion objectives.

(b) Reimbursement of matching funds for administrative expenditures by a multicounty organization shall not exceed twenty percent (20%) of the total expenditures reimbursed with matching funds.

(c) Administrative expenditures reimbursable with matching funds shall be limited to:

(1) Salaries, payroll taxes, and personal services contracts for the person(s) employed by the multicounty organization to administer/manage the association's fund raising and tourism marketing efforts. Such employee(s) shall not simultaneously hold a policy making position with the multicounty organization.

(2) Travel expenses not to exceed the amounts provided in the State Travel Reimbursement Act, during the course of administering operations of the multicounty organization.

(3) Rent and utilities, for the operation of an office for the multicounty organization that is located in a facility open to the general public. Matching funds shall not be reimbursed for rent of space in a private residence.

(4) Office supplies, for the normal functions of such an office to administer the operations of the multicounty organization. Durable (non-consumable) office supplies, such as furnishings and machines, and repairs to facilities or equipment, shall not be reimbursed with matching funds.

(5) Telephone and facsimile machine usage costs for administering the operations of the multicounty organization.

(6) Costs of the requisite annual independent audit of the financial operations of the multicounty organization.

(d) The limitation on administrative expenditures applies only to those expenditures submitted for matching with state appropriated funds.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06]

#### **725:20-7-7. Tourism promotion expenditures**

(a) Tourism promotion expenditures are expenditures by the multicounty organization for tourism marketing planned and conducted by the association.

(1) Tourism promotion expenditures by a multicounty organization reimbursable with matching funds are actual costs for the preparation, printing, publication and distribution of media advertising in:

- (A) print advertising, including brochures, promotional materials, and direct mail of no more than twenty percent (20%) of the budget, that includes a QR code that links to the multicounty organization's website or associated advertisement and has tracking capabilities that allow the multicounty organization to review and report the effectiveness of the print advertising;
- (B) digital advertising, including social platforms and a mandatory website for the multicounty organization;
- (C) television and video advertising;
- (D) radio and audio streaming advertising;
- (E) digital out-of-home advertising and billboard advertising;
- (F) paid social media advertising;
- (G) Google AdWords and search engine marketing; and
- (H) services contracted through a third-party vendor.

(2) Brochures, promotion materials and advertisements shall be planned, approved and implemented by the multicounty organization.

(b) Any tourism promotion communication, with the exception of billboards, shall substantially disseminate information or project an image of the relevant multicounty area.

(c) All advertisement mediums set forth in OAC 725:20-7-7(a)(1)(A)-(H) shall specify how the reader/viewer/listener may inquire of the multicounty organization for comprehensive or particular information about tourism attractions, services, events or attributes of the multicounty organization area. All printed advertising and printed materials shall include a trackable QR code.

(d) Costs of renting exhibit space and displays at travel and trade shows and conventions, and the multicounty organization's expenses for operating such exhibits, not to exceed amounts provided in the State Travel Reimbursement Act.

(e) Costs of travel writer, travel agent, tour broker and tour operators familiarization tours into the state of Oklahoma, not to contravene the State Travel Reimbursement Act shall be allowable expenditures.

(f) Registration fees for the annual tourism and recreation industry conference shall be allowable expenditures.

(g) Advertising/promotion specialties shall be indicative and representative of the multicounty region's tourism attributes. Items shall be not for resale and distributed to target markets.

(h) All tourism promotion expenditures shall be for the purpose of attracting travelers/visitors/tourists into the state of Oklahoma or into the multicounty organization area.

(i) There shall be no prohibition upon the location of billboard advertising.

(j) Matching funds shall not be reimbursed to a multicounty organization for any partisan or political communication or advertising.

(k) Any visual advertisement shall include and utilize the appropriate logo or slogan designated by the Department as the official tourism logo or slogan. The logo shall be prominently displayed on the cover of print publications.

(l) Brochures and periodic promotional publications shall state "produced in cooperation with the Oklahoma Tourism and Recreation Department" and, shall identify the Department as a source of tourism information for the state and as the state of Oklahoma's official marketing agency and include the Department's website address.

(m) Tourism promotion expenditures shall be specified in the multicounty organization's marketing plan and budget work program. The marketing plan shall comply with the format provided by the Department.

(n) Tourism promotion expenditures that are reimbursed with matching funds shall be limited to the production of material, communication, advertising, travel/trade show exhibitions and/or hosting of familiarization tours; all conducted by the multicounty organization.

(o) Reimbursement of matching funds to a multicounty organization is expressly prohibited for any endeavor undertaken by, or any expense incurred by, an individual or entity other than the multicounty organization.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-7-8. Discretionary expenditures**

(a) Discretionary expenditures are expenditures by a multicounty organization for which reimbursement of matching funds are not requested.

(b) Discretionary expenditures are not subject to the limiting provisions of allowable expenditures.

(c) Discretionary expenditures shall be identified separately and accounted for in the multicounty organization's annual independent and certified audit.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93]

#### **725:20-7-9. Independent and certified audit**

Each multicounty organization that receives matching funds shall provide to the Department an audit for the fiscal year. The audit shall be performed by a public accountant or certified public accountant registered with the Oklahoma Accountancy Board.

(1) The audit shall be a financial audit as defined by Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and due no later than January 20 each year.

(2) The scope of the audited financial report shall, at a minimum, consist of a statement of revenue and expenditures, and shall specify the sources and uses of funds and the fundraising method(s) shall be described.

(3) The audited financial report shall identify separately the disbursement of all allowable and discretionary expenditures. Examples of discretionary promotion expenditures shall be provided as a supplement to the audit to determine whether such expenditures satisfied the requirements to be reimbursed with

matching funds.

(4) Revenue reported shall include all advertising revenue received and define all other individual sources of revenue. The names and addresses and amounts received from each advertiser shall be included as an unaudited supplemental schedule to the audit report.

(5) The auditor's Report on Compliance with Rules and Regulations shall address whether a contractor who solicited advertising revenue for the production of a promotional periodical publication provided detailed written disclosure of its actual costs incurred in performance of the contract on at least a quarterly basis.

(6) Audit reports showing reimbursement of unallowable expenditures, reimbursement for expenditures by an individual or entity other than the multicounty organization, or noncompliance with statutes, procedures, or Department rules and regulations will bar further reimbursement of matching funds until restitution is made to the Department.

(7) An incomplete or insufficient audit report shall be cause for withholding matching funds until such time as an acceptable audit is provided.

(8) The person or entity engaged to perform the audit shall not be the same person or entity that performs bookkeeping, controllership or management functions, or other accounting services for the multicounty organization; and, file a copy of the audit with the State Auditor and Inspector.

(9) While not a part of the audit and not subject to the standards of the audit: the performance measures report (as prescribed by the Department), evaluative measures report that records the origin and number of inquiries, and examples of advertising not submitted for reimbursement with matching funds shall be submitted to the Department separate from the audit; but, simultaneously with the audit.

(10) When an audit cites deficiencies or shortcomings, the organizations shall include a response describing how the deficiencies or shortcomings will be corrected. Organizations will not be eligible for funding until the shortcomings identified in the audit are corrected.

[Source: Added at 10 Ok Reg 4149, eff 7-26-93 ; Amended at 19 Ok Reg 2810, eff 7-25-02 ; Amended at 23 Ok Reg 2004, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:20-7-10. Special allocation [EXPIRED]**

[Source: Added at 22 Ok Reg 296, eff 11-29-04 through 7-14-05 (emergency)<sup>1</sup>; Added at 23 Ok Reg 37, eff 7-26-05 through 7-14-06 (emergency)<sup>2</sup>]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency*

*action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-05 (after the 7-14-05 expiration of this emergency action), Section 725:20-7-10 was no longer effective, and remained as such until added again by emergency action on 7-26-05. For the official text of the emergency rule that was in effect from 11-29-04 through 7-14-05, see 22 Ok Reg 296.*

**Editor's Note:** <sup>2</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-06 (after the 7-14-06 expiration of this emergency action), Section 725:20-7-10 was no longer effective. For the official text of the emergency rule that was in effect from 7-26-05 through 7-14-06, see 23 Ok Reg 37.*

### **725:20-7-11. Special allocation [EXPIRED]**

[Source: Added at 24 Ok Reg 501, eff 12-21-06 through 7-14-07 (emergency)<sup>1</sup>]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-07 (after the 7-14-07 expiration of the emergency action), Section 725:20-7-11 was no longer effective. For the official text of the emergency rule that was effective from 12-21-06 through 7-14-07, see 24 Ok Reg 501.*

## **SUBCHAPTER 9. BROCHURE CHARGES**

### **725:20-9-1. Definitions**

The following words or terms, when used in this subchapter, shall have the following meaning unless the context clearly indicates otherwise:

**"Tourism-related company, organization or individual"** means an attraction, restaurant, or lodge or a group or organization in Oklahoma promoting Oklahoma tourism.

**"Bulk orders"** refer to any quantity of brochure over the number 25.

[Source: Added at 10 Ok Reg 4155, eff 7-26-93 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:20-9-2. Fee authority, postings, discounts and waivers [REVOKED]**

[Source: Added at 10 Ok Reg 4155, eff 7-26-93 ; Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-9-3. Brochure/freight/postage charges [REVOKED]**

[Source: Added at 10 Ok Reg 4155, eff 7-26-93 ; Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-9-4. Freight/postage charges [REVOKED]**

[Source: Added at 10 Ok Reg 4155, eff 7-26-93 ; Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-9-5. Establishing fees [REVOKED]**

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Revoked at 39 Ok Reg 2321, eff 9-11-22]

### **725:20-9-6. Application of fees, discounts and waivers [REVOKED]**

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Revoked at 39 Ok Reg 2321, eff 9-11-22]

## **SUBCHAPTER 11. PROMOTIONAL ITEMS FEES**

### **725:20-11-1. Definitions**

The following words or terms, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

**"Tourism related company, organization or individual"** means an attraction, restaurant, lodging or group or organization in Oklahoma promoting Oklahoma tourism.

[Source: Added at 10 Ok Reg 4157, eff 7-26-93]

### **725:20-11-2. Fee authority, postings, discounts and waivers [REVOKED]**

[Source: Added at 10 Ok Reg 4157, eff 7-26-93 ; Revoked at 11 Ok Reg 3569, eff 7-1-94]

### **725:20-11-3. Promotional item fees [REVOKED]**

[Source: Added at 10 Ok Reg 4157, eff 7-26-93 ; Revoked at 11 Ok Reg 3569, eff 7-1-94]

#### **725:20-11-3.1. Establishing fees [REVOKED]**

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Revoked at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-11-3.2. Application of discounts and waivers**

(a) All organizations, companies, individuals and other entities shall pay for promotional items created, manufactured or distributed by the Division.

(b) Every person shall be charged the same fee for promotional items except:

- (1) Fees may be waived or discounted for organizations, companies, individuals and other entities involved in promotional efforts of the Division.
- (2) The Director may authorize discounts for volume purchases or when the promotional effort is deemed in the best interest of the Division of Department.
- (3) The Director may waive any fees or charges when promotional effort is deemed in the best interest of the Division or Department.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-11-4. Authorization**

(a) Organizations, companies, individuals and other entities may produce, sell and distribute promotional items of the Division with written permission from the Director.

(b) The Director may authorize the production, sale and distribution of Division promotional items for a fee and/or percentage of sales based on a bid. The Division reserves the right to accept multiple bids.

(c) The Division reserves the right to cancel authorization for producing, selling, and distributing promotional items as it deems necessary. The Division also reserves the right to establish a time limit on the authorization extended to organizations, companies, individuals and other entities producing, selling, and distributing promotional items.

[Source: Added at 10 Ok Reg 4157, eff 7-26-93 ; Amended at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-11-5. Mailing/freight charges**

The Division shall collect the cost of mail or freight on any promotional items sent/forwarded to organizations, companies, individuals or other entities unless waived pursuant to OAC 725:20-11-3.2.

[Source: Added at 10 Ok Reg 4157, eff 7-26-93 ; Amended at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-11-6. Sales tax**

Appropriate sales tax shall be charged on all sales of promotional items by the Department.

[Source: Added at 10 Ok Reg 4157, eff 7-26-93 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

## **SUBCHAPTER 13. TOURISM INFORMATION CENTERS**

### **725:20-13-1. Purpose**

The purpose of this Subchapter is to establish policies for Tourism Information Centers operated by the Division.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-13-2. State Capitol tours**

Tours of the State Capitol may be arranged by calling (405) 521-3356.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-13-3. Special events**

- (a) The Department may authorize use of Tourism Information Centers for special events.
- (b) Authorization will be granted only if there is a meaningful association between tourism, the Tourism Information Center and the event.
- (c) Requests for authorization to use a Tourism Information Center for a special event must be submitted in writing to the Department at [https://www.travelok.com/contact\\_us](https://www.travelok.com/contact_us).

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-13-4. Setting hours of operation**

- (a) The Executive Director or the Director will periodically approve and appropriately publish hours of operation for Tourism Information Centers.
- (b) Hours of operation will be based upon the following considerations:
  - (1) Seasonal travel patterns
  - (2) Available staff
- (c) The hours of operation will be posted at each Tourism Information Center and be made available on [www.travelok.com](http://www.travelok.com).

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-13-5. Smoking [REVOKED]**

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Revoked at 38 Ok Reg 2555, eff 9-11-21]

#### **725:20-13-6. Pets on premises**

- (a) Pets will not be permitted in Tourism Information Center buildings. This prohibition shall not apply to guide dogs accompanying visually impaired persons or hearing ear dogs accompanying hearing-impaired persons or dogs used by enforcement officers in the performance of their official duties.
- (b) Visitors may exercise pets in areas designated for that purpose; however, pets should not be allowed to roam freely on the grounds.

Visitors exercising their dog in a designated dog park, shall follow all posted rules and shall be responsible for damage to property or injury caused by their dog.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-13-7. Abandoned vehicles**

(a) Motor vehicles left unattended in a Tourism Information Center parking lot for more than seventy-two (72) hours will be considered to be abandoned.

(b) Abandoned motor vehicles will be impounded in accordance with state law.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-13-8. Soliciting**

The following is prohibited in or on the grounds of Tourism Information Centers:

- (1) Soliciting or demanding gifts, money, goods or services.
- (2) Selling, hawking, or peddling any goods, wares, merchandise, liquids, edibles, or any item of value unless authorized by the Department.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:20-13-9. Alcoholic beverages and controlled substances**

(a) Possession or consumption of alcoholic beverages is prohibited in Tourism Information Centers, except for special events as approved by the Director.

(b) Possession of a controlled substance, unless such substance was obtained by the possessor directly or pursuant to a valid prescription from a practitioner acting in the course of professional practice allowed by state law, is prohibited in Tourism Information Centers.

[Source: Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 39 Ok Reg 2321, eff 9-11-22]

#### **725:20-13-10. Commercial use of Tourism Information Centers**

(a) The Department may authorize the Division to enter into agreements for commercial use of space in a tourism information center for advertising. Examples of appropriate commercial use of space are interactive video displays, printed promotional materials, interactive hotel/motel reservations equipment, etc.

(b) Upon approval of the Department to enter into agreements for commercial use of space, rates shall be set by agreement. Agreements for other types of commercial use will be awarded by competitive bid. The Division reserves the right to award bids to multiple vendors.

(c) All organizations, companies, individual and other entities will be charged the same fees except:

(1) Fees may be waived or discounted for organizations, companies, individuals and other entities involved in promotional efforts of the Department.

(2) The Executive Director, or the Director may waive any fees or charges when promotional effort is deemed in the best interest of the department.

(3) The Director may authorize discounts when it is deemed in the best interest of the Division or Department.

**[Source:** Added at 11 Ok Reg 3569, eff 7-1-94 ; Amended at 23 Ok Reg 2001, eff 6-11-06 ; Amended at 38 Ok Reg 2555, eff 9-11-21 ; Amended at 39 Ok Reg 2321, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **CHAPTER 25. STATE LODGES OPERATIONS [REVOKED]**

[Authority: 74 O.S., § 1847.1]  
[Source: Codified 12-31-91]

### **SUBCHAPTER 1. GENERAL PROVISIONS [REVOKED]**

#### **725:25-1-1. Purpose [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-2006]

#### **725:25-1-2. Definitions [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-2006]

### **SUBCHAPTER 3. USE OF LODGE PUBLIC SPACE FOR PRIVATE GROUPS [REVOKED]**

#### **725:25-3-1. Purpose [REVOKED]**

[Source: Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-3-2. Guidelines [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **SUBCHAPTER 5. RATES AND FEES FOR COMMERCIAL USE OF LODGE FACILITIES INCLUDING USE BY CIVIC AND NON PROFIT GROUPS [REVOKED]**

#### **725:25-5-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

#### **725:25-5-2. Setting rates [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

#### **725:25-5-3. Application of rates [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

#### **725:25-5-4. Lease concessions [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

#### **725:25-5-5. One-time sales [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

#### **725:25-5-6. Use of facilities by civic or non-profit groups [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

### **SUBCHAPTER 7. RESERVATIONS [REVOKED]**

#### **725:25-7-1. Purpose [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-7-2. Accepting reservation requests [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **SUBCHAPTER 9. FEES AND RATES FOR LODGE GUEST ROOMS, MEETING ROOMS, BANQUET ROOMS, AND COMMERCIAL USE OF FACILITIES [REVOKED]**

#### **725:25-9-1. Purpose [REVOKED]**

[Source: Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-9-2. Setting rates [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-9-3. Applications of rates [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-9-4. Special rates and promotional discounts [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

#### **725:25-9-5. Lease concessions [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-9-6. One-time sales [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**SUBCHAPTER 11. PRICES, FEES AND OTHER  
CHARGES FOR COMMODITIES AND SERVICES  
PROVIDED BY LODGES [REVOKED]**

**725:25-11-1. Purpose [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-11-2. Definitions [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-11-3. Setting price and fees [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-11-4. Application of prices, charges and fees [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-11-5. Specials [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-11-6. Promotional discounts [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

**SUBCHAPTER 13. LODGE EMPLOYEE HOUSING  
[REVOKED]**

**725:25-13-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-13-2. Permanent housing [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-13-3. Temporary housing [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-13-4. Additional circumstances [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-13-5. Lease required [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**SUBCHAPTER 15. RESORT CREDIT POLICY  
[REVOKED]**

**725:25-15-1. Purpose [REVOKED]**

[Source: Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-15-2. Individual credit [REVOKED]**

[Source: Revoked at 23 Ok Reg 2008, eff 6-11-06]

**725:25-15-3. Group credit [REVOKED]**

[Source: Revoked at 23 Ok Reg 2008, eff 6-11-06]

**SUBCHAPTER 17. COLLECTION OF ACCOUNTS  
RECEIVABLE [REVOKED]**

**725:25-17-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-17-2. Collection processes [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**SUBCHAPTER 19. SALES AND REPORTING OF GIFT  
CERTIFICATES [REVOKED]**

**725:25-19-1. Purpose [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-2. Establishing gift certificate programs [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-3. Payment [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-4. Expiration date [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-5. Use [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-6. Refunds [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**725:25-19-7. Accounting [REVOKED]**

[Source: Revoked at 11 Ok Reg 3573, eff 7-1-94]

**SUBCHAPTER 21. LODGE DIVISION EMPLOYEE PAY  
INCENTIVE PLAN [REVOKED]**

**725:25-21-1. Purpose [REVOKED]**

[Source: Amended at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 20 Ok Reg 1357, eff 5-27-03]

**725:25-21-2. Guidelines [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 20 Ok Reg 1357, eff 5-27-03]

**725:25-21-3. Eligibility [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 20 Ok Reg 1357, eff 5-27-03]

**725:25-21-4. Special shares [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 20 Ok Reg 1357, eff 5-27-03]

**725:25-21-5. Distribution [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 20 Ok Reg 1357, eff 5-27-03]

## **SUBCHAPTER 23. PETS ON PREMISES [REVOKED]**

### **725:25-23-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **725:25-23-2. Restrictions on pets [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

## **SUBCHAPTER 25. SWIMMING POOLS [REVOKED]**

### **725:25-25-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **725:25-25-2. Guidelines for swimming pools [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

## **SUBCHAPTER 27. CONFIDENTIALITY OF GUEST RECORDS [REVOKED]**

### **725:25-27-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **725:25-27-2. Guest records confidential [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

## **SUBCHAPTER 29. SMOKING [REVOKED]**

### **725:25-29-1. Purpose [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

### **725:25-29-2. Guidelines on smoking [REVOKED]**

[Source: Added at 11 Ok Reg 3573, eff 7-1-94 ; Revoked at 23 Ok Reg 2008, eff 6-11-06]

## **CHAPTER 30. DIVISION OF STATE PARKS**

[Authority: 74 O.S., § 2204]

[Source: Codified 12-31-91]

### **SUBCHAPTER 1. GENERAL PROVISIONS [REVOKED]**

#### **725:30-1-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **SUBCHAPTER 2. GENERAL PURPOSE**

#### **725:30-2-1. Rulemaking authority and purpose**

The Oklahoma Tourism and Recreation Department, Division of State Parks is authorized to establish and promulgate rules for the use of public recreation facilities. The rules set forth in Chapter 30 are designed to define the proper use, government and management for the protection of persons, property, and natural and cultural resources within state parks, lodges and golf courses and to provide for the enjoyment of those resources and facilities in a manner that will leave them unimpaired for the enjoyment of future generations [74:2215 -74:2218][74:2212].

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06]

#### **725:30-2-2. Applicability and scope**

(a) The regulations contained in this Chapter apply to all persons entering, using, visiting or otherwise within:

(1) The boundaries of state-owned lands and waters administered by or subject to the jurisdiction of the Oklahoma Tourism and Recreation Department, Division of State Parks.

(2) The boundaries of lands and waters, controlled, leased, administered or otherwise subject to the jurisdiction of the Oklahoma Tourism and Recreation Department, Division of State Parks.

(b) The rules contained in Subchapter 18 of this Chapter are special rules prescribed for special use areas. Those rules may amend, modify, relax or make more stringent the rules defined in this Chapter but do not preclude the application of all rules in this Chapter unless expressly indicated.

(c) The rules contained in this Chapter shall not be construed to prohibit administrative activities conducted by the Division of State Parks, or its agents, in accordance with general operations and management plans, or in emergencies involving threats to life, property and park resources.

(d) The rules contained in this Chapter are intended to treat a mobility-impaired person using a manual or motorized wheelchair as a pedestrian, and are not intended to restrict the activities of such a person beyond the degree that the activities of a pedestrian are restricted by the same

rules.

(e) In addition to the rules set forth in this Chapter, nothing shall preclude the application of any state law or federal regulation and the penalties prescribed therein.

(f) The rules in this Chapter are severally adopted. If one or more of these sections are deemed invalid, the remaining sections are intended to remain in effect. Where a rule herein is amended or revoked, acts or omissions prior thereto such amendment or revulsion may be prosecuted as though such section or rule had not been so amended or revoked.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

### **725:30-2-3. Penalties**

(a) Any person found violating any rule contained in this Chapter defined as prohibited shall be subject to revocation of visitation privileges and may be removed from park property by any commissioned park ranger for any period of time that is reasonable and appropriate.

(b) Such persons shall be provided reasonable time to locate and secure all personal property and equipment prior to such removal.

(c) In addition to the penalties prescribed in (a) of this section, other penalties may be imposed as prescribed and defined by state law or federal regulation.

(d) Nothing shall preclude the application of community service work in any state park in whole or as part of a sentence, for persons convicted of crimes committed in the State Park System as prescribed by any duly appointed or elected official having jurisdiction over such matters.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

### **725:30-2-4. Definitions**

The following words or terms, when used in the chapter, shall have the following meaning, unless the context clearly indicates otherwise:

**"Abandonment"** means the voluntary relinquishment of property with no intent to retain possession.

**"Administrative activities"** means those activities conducted under the authority of the Division of State Parks for the purpose of safeguarding persons or property, implementing management plans and conducting general repair and maintenance of facilities.

**"Aircraft"** means a device that is used or intended to be used for human flight in the air, including powerless flight.

**"Archaeological resources"** means material remains of past human life or activities that are of archaeological interest and are at least fifty (50) years of age. This term includes, but shall not be limited to, objects made and used by humans, such as pottery, basketry, bottles, weapons, weapon projectiles, tools, structures, pit houses, rock paintings and carvings, intaglios, or any portion or piece of the foregoing items, and the physical site, location or context in which they are found, or human skeletal materials or graves.

**"Authorized emergency vehicle"** means a vehicle in official use for emergency purposes by the Division of State Parks or an emergency vehicle as defined by state law.

**"Authorized person"** means an employee or agent of the Oklahoma Tourism and Recreation Department, Division of State Parks with delegated authority to enforce the provisions of this chapter.

**"Bicycle"** means every device propelled solely by human power upon which a person or persons may ride on land, have one, two, or more wheels, except a manual wheelchair or a device that has two or three fully functional pedals equipped with a motor that does not exceed 1000W and is designed with a maximum speed of twenty (20) miles per hour and is incapable of speeds higher than twenty (20) miles per hour without human power assist. This does not include a manual wheelchair.

**"Boundary"** means a delineation of state interest on a map filed or recorded by the state or political subdivision in accordance with applicable law.

**"Camping"** means the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag or other bedding material for use, parking of a motor vehicle, motor home or trailer, or mooring a vessel for the apparent purpose of remaining overnight.

**"Carry"** means to wear, bear, or have on or about the person.

**"Commission"** means the Oklahoma Tourism and Recreation Department Commission which is a public body with the authority to establish policy, and carry out the duties of the Oklahoma Tourism and Recreation Act.

**"Controlled substance"** means a drug or other substance, or immediate precursor, included in Schedule I, II, III, IV or V of Article II of Uniform Controlled Dangerous Substances Act [63:2-201-2-212].

**"Cultural resources"** means material remains of past human life or activities that are of archaeological interest and are at least fifty (50) years of age. This term includes, but shall not be limited to, objects made and used by humans, such as pottery, basketry, bottles, weapons, weapon projectiles, tools, structures, pit houses, rock paintings and carvings, intaglios, or any portion or piece of the foregoing items, and the physical site, location or context in which they are found, or human skeletal materials or graves.

**"Curfew"** means a restriction established by the park manager whereby specific areas within a park or a park unit may be closed or restricted to activities during designated periods.

**"Department"** means the Oklahoma Tourism and Recreation Department.

**"Developed area"** means roads, parking areas, day use areas, picnic areas, campgrounds, or other structures, facilities or lands located within development zones depicted on use maps.

**"Director"** means the Director of the Division of State Parks, or their designee.

**"Employee"** means any paid employee of the Oklahoma Tourism and Recreation Department, Division of State Parks regardless of classification status.

**"Executive Director"** means the director of the Oklahoma Tourism and Recreation Department, or the Deputy Executive Director.

**"Firearm"** means a loaded or unloaded pistol, rifle, shotgun or other weapon which is designed to, or may be readily converted to expel a projectile by the use of a propellant.

**"Fish"** means any member of the subclasses Agnatha, Chondrichthyes, or Osteichthyes families.

**"Fishing"** means taking or attempting to take fish.

**"Hunting"** means taking or attempting to take wildlife, except trappings.

**"Manager"** means the Park Manager, Lodge Manager, or Golf Course Manager who is responsible for the operation of the property.

**"Manual wheelchair"** means a device that is propelled by human power, designed for and use by a mobility impaired person.

**"Motor vehicle"** means every vehicle that is self-propelled and every vehicle that is propelled by electric power, but not operated on rails or upon water except a motorized wheelchair.

**"Motorcycle"** means every motor vehicle having a seat for the use of the rider designed to travel on not more than three wheels in contact with the ground, but excluding a tractor.

**"Motorized wheelchair"** means a self-propelled wheeled device, designed solely for and used by a mobility impaired person.

**"Natural resources"** means any plant, animal, or any natural object or material which has been produced by nature and is located within a park unit.

**"Non-developed area"** means all lands and waters within park areas which are not developed.

**"Operator"** means a person who operates, drives, controls, or otherwise has charge of or is in actual physical control of a mechanical mode of transportation or any other mechanical equipment.

**"Park area"** means lands and waters controlled or administered by the Oklahoma Tourism and Recreation Department, Division of State Parks.

**"Park road"** means the main-traveled surface of a roadway open to motor vehicles, owned, controlled or otherwise administered by the Oklahoma Tourism and Recreation Department, Division of State Parks.

**"Permit"** means a written authorization to engage in uses or activities that are otherwise prohibited, restricted, and regulated or beyond the normal scope of recreational activities for a state park unit.

**"Person"** means an individual, firm, corporation, society, association, partnership, or private or public body.

**"Pet"** means a dog, cat or any animal that has been domesticated.

**"Possession"** means exercising direct physical control or dominion, with or without ownership, over property, or archaeological or natural resources.

**"Primitive"** means an undeveloped area which does not provide any developed facilities including sanitation facilities or services.

**"Public use limit"** means the number of persons; number and types of animals; size and types of equipment, vehicles or property allowed to enter, be brought into, remain in, or be used within a designated geographic area or facility; or the length of time a designated geographic area or facility may be occupied.

**"Ranger"** means a commissioned law enforcement official of the Oklahoma Tourism and Recreation Department, Division of State Parks with authority to enforce park rules and state laws. This includes reserve rangers.

**"Refuse"** means trash, garbage, rubbish, waste, bottles or cans, debris, litter, liquid waste, or other discarded materials.

**"Regional Manager"** means the official in charge of a geographic region in the Oklahoma Tourism and Recreation Department, Division of State Parks.

**"Season"** means the primary recreation season in a calendar year which is from April 15 through September 30, except when defined differently within this chapter or by the Executive Director. All other time is considered to be "off season".

**"Services"** means, but is not limited to, meals and lodging, labor, professional services, transportation, tours or any act for which payment is customarily received.

**"Sign"** means a board, poster, placard or device displayed in a state park to advertise or convey information or a direction.

**"Smoking"** means the carrying of lighted cigarettes, cigars, or pipes or the intentional and direct inhalation of smoke from these objects or electronic cigarettes, vape pens, or other similar devices.

**"State"** means the State of Oklahoma.

**"State law"** means the applicable and non-conflicting laws or statutes enacted by the legislative and executive branches of government of the State of Oklahoma.

**"State Park System"** means all facilities, lands, waters under the control and administration of, owned or leased, operated and managed by the Oklahoma Tourism and Recreation Department, Division of State Parks.

**"Sunrise"** means a period of time one-half hour before actual sunrise.

**"Sunset"** means a period of time one-half hour after actual sunset.

**"Take"** means the pursue, hunt, harass, harm, shoot, trap, net, capture, collect, kill, wound, or attempt to do any of the above.

**"Traffic"** means pedestrian, ridden or herded animals, vehicles and other conveyances, either singly or together while using any road, trail, street or other thoroughfare for the purpose of travel.

**"Traffic control device"** means a sign, signal, marking or other device placed or erected by, or with the concurrence of, the park manager for the purpose of regulating, warning, guiding or otherwise controlling traffic or regulating the parking of vehicles.

**"Trap"** means a snare, trap, mesh, wire or other implement, object or mechanical device designed to entrap or kill animals other than fish.

**"Unit"** means a single state park.

**"Unloaded"** as applied to weapons and firearms, means that:

(A) There is no unexpended shell, cartridge, or projectile in any chamber or cylinder of a firearm or in a clip or magazine inserted in or attached to a firearm.

(B) A muzzle-loading weapon does not contain gun powder in the pan, or percussion cap is not in place.

(C) Bows, crossbows, spear guns or any implement capable of discharging a missile or similar device by means of a loading or discharging mechanism, when that loading or discharging mechanism is not charged or drawn.

**"Vehicle"** means every device in, upon, or by which a person or property is or may be transported or drawn on land, and devices moved by human power or used exclusively upon stationary rails or track.

**"Visitor"** means a user of a park.

**"Weapon"** means a firearm compressed gas or spring-powered pistol or rifle, bow and arrow, crossbow, blowgun, spear gun, hand thrown spear, slingshot, irritant gas device, explosive device, or any other implement designed to discharge missiles, and includes any other weapon the possession of which is prohibited under the laws of the state.

**"Wildlife"** means any member of the animal kingdom and includes a part, product, egg, or offspring thereof, or the dead body or part thereof.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-2-5. Hours of operation**

(a) Visiting hours within the state park system is twenty-four (24) hours per day throughout the year except as defined in OAC 725:30-2-6.

(b) Visiting hours for offices, campgrounds, marinas, stables, nature centers, swimming pools and other facilities, state operated or under lease, which do not operate twenty-four (24) hours per day shall be established by the park manager and such hours posted in a conspicuous manner at the entrance to the building, area or facility. Park offices shall post hours of operation for all facilities within that state park unit.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-2-6. Closure and curfew**

(a) Consistent with applicable state law and administrative rules, and based upon a determination that such action is necessary for the maintenance of public health and safety, protection of the environment, natural and cultural resources, implementation of operation and management responsibilities, equitable allocation and use of facilities, or the avoidance of conflict among visitor use activities, the park manager or designee may with approval of the director:

(1) Close all or a portion of a park area to all public use or to a specific use or activity.

(2) Designate areas for specific uses or activities, or impose conditions or restrictions on a use or activity.

(3) Terminate or relax a restriction, limit, closure, designation, condition or visiting hour restriction imposed under (a) (1) or (2) of this section.

(b) Except in emergency situations, a closure, designation, use or activity restriction or condition, or the termination or relaxation of such, which is

of a nature, magnitude or duration that will result in significant alteration of the public use pattern of the park area or adversely affect the park's natural or cultural resources, or is of highly controversial nature, shall be approved by the Executive Director.

(c) Except in emergency situations, prior to implementing or terminating a restriction, condition, or closure, the park manager shall prepare a written determination justifying such action or in the case of terminating a restriction, condition or closure previously established under (a) of this section, a determination of why the restriction is no longer necessary.

This determination shall be filed in the director's office of the Oklahoma Tourism and Recreation Department, Division of State Parks and the park office where the restriction, condition or closure exists. This determination shall be available to the public upon request.

(d) To relax a condition whereby the area is currently restricted or closed the park manager shall implement a use limit system through the use of permits. Permits shall be issued in accordance with Subchapter 16 of this Chapter.

(e) For the purpose of this Subchapter a curfew shall not be considered an emergency and subject to the applicable provisions set forth in this Chapter except under (b) of this section and shall be approved by the director.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-2-7. Public notice**

Whenever the authority of OAC 725:30-2-6(a) is invoked to restrict or control a public use or activity, to relax or revoke an existing restriction or control, to designate all or a portion of a park or park area as open or closed, the public shall be notified by one or more of the following methods:

- (1) Signs posted at conspicuous locations, such as normal points of entry and reasonable intervals along boundaries of affected areas.
- (2) Maps defining affected areas shall be provided in park office and other convenient locations in the park.
- (3) Posting on Department's website and social media platforms.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-2-8. Signs, signals and markings**

(a) Signs located within the state park system provide general information and regulatory guidance for public health and safety and protection of natural and cultural resources, and can include the use of international symbols.

(b) Certain signs will designate activities which are prohibited in the following manner:

- (1) The word "prohibited" will be defined as part of the sign's language, or

- (2) A symbolic sign will bear a slash mark. These signs are pictured in Appendix A of this Chapter.
- (c) Signs, signals or markings regulating the operation of motor vehicles, motorcycles and other legal modes of transportation within state parks shall carry the same force and affect as defined by Article I and II of Title 47, Oklahoma Statutes.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 3. GROUP CAMPS [REVOKED]**

### **725:30-3-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-3-2. Definitions [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-3-3. Rental policy [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 4. PUBLIC USE AND RECREATION**

### **725:30-4-1. Preservation and protection of natural, cultural and archaeological resources**

Except as otherwise provided in this Chapter, the following is prohibited in state parks:

- (1) Possessing, destroying, injuring, defacing, removing, digging, killing, or disturbing in or from its natural state:
  - (A) Living or dead wildlife or the parts or products thereof, such as antlers, nests, or skins.
  - (B) Plants or trees or any parts thereof.
  - (C) Non-fossilized and fossilized paleontological specimens, cultural or archaeological resources, or the parts thereof.
- (2) The feeding, touching, teasing, frightening or intentional disturbance of wildlife, their nesting or breeding sites or other aspects of wildlife habitat.
- (3) Using or possessing wood gathered from within the park area. Provided, however, that the Manager may designate areas where wood on the ground may be collected for use as fuel for camp fires within the park area only.
- (4) Walking on, climbing, entering, ascending, descending, or traversing on any archaeological or cultural resource site,

monument, or statue, except in areas designated by the Manager.

(5) Possessing or using a mineral or metal detector, magnetometer, side scan sonar, sub-bottom profiler, or any other metal detecting device. This paragraph does not apply to:

(A) A device broken down and stored or packed to prevent its use while in park areas;

(B) Electronic equipment used for the navigation of boats and fishing purposes;

(C) Metal or mineral detectors when authorized by Permit from the Manager, or Director.

(6) The gathering and removal of nuts, berries and fruits or any other natural products, except when authorized by a Permit.

(7) Use of a magnet or electromagnetic object in water to retrieve metal objects, commonly known as magnet fishing.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-2. Hunting**

(a) All state parks within the state park system are considered game refuges, except as otherwise posted [74:2227]. The hunting, taking or possessing of wildlife or portions thereof, except as provided in (b) of this section, is prohibited [29:7-304].

(b) Hunting or trapping may be permitted in the park where such activities are specifically authorized by written agreement and approval of the Executive Director and the Oklahoma Department of Wildlife Conservation Commission [74:2228].

(c) The hanging, curing or storage of lawfully taken wildlife carcasses in any area of a state park unit except those areas designated by the Manager is prohibited.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-3. Fishing**

(a) Fishing is permitted in all areas of the state park system except in those areas which have been posted and designated as restricted.

(b) Fishing shall be in accordance with the laws and regulations set forth by the Department of Wildlife Conservation.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-4. Weapons [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Revoked at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-5. Research and specimens**

(a) Permits may be issued by the Director to an official representative of a reputable scientific or educational institution or state or federal agency for the purpose of research, baseline inventories, monitoring, impact analysis or group study when the Director determines that such research would provide an educational or scientific value to the scientific community.

(b) Specimens for research and educational value may be removed by Permit except when such specimen removal would result in damage to other natural or cultural resources, adversely affect scenic values, or if the specimen is readily available outside the park.

(c) A Permit to take an endangered or threatened species in accordance with the Endangered Species Act shall not be issued unless said species cannot be obtained outside the park and the primary purpose of the collection is to enhance the protection or management of the species.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-6. Audio disturbances and quiet hours**

(a) Operating equipment or machinery such as an electric generator, motor vehicle, audio device or musical instrument which generates unreasonable noise, considering the nature and purpose of the conduct, location, time of day or night, purpose for which the area was established, impact upon park visitors, and other factors that would govern the conduct of a reasonably prudent person under such circumstances is prohibited. This subsection does not apply to vessels in areas where motor boating is allowed, unless level of noise is unreasonable.

(b) During quiet hours (11:00 p.m. - 6:00 a.m. daily) operating equipment or machinery such as an electric generator, motor vehicle, boat, audio device, musical instrument which, or any person who, generates unreasonable noise beyond the immediate camp or picnic site is prohibited. For the purposes of this section "unreasonable" shall mean noise which in the judgment of the Manager or Ranger is considered disturbing to a reasonably prudent person.

(c) A Permit from the Manager shall be required for special events or functions which will violate the terms set forth in subsections (a) and (b) of this section.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-7. Fires**

(a) The following is prohibited in state parks:

(1) Lighting or maintaining a fire, except in designated areas or receptacles and under conditions that may be established by the Manager.

(2) Lighting, tending, or using a fire, stove or lantern in a manner that threatens, causes damage to or results in the burning of property or park natural resources, or creates a public safety hazard.

(3) Leaving a fire unattended.

(4) Throwing or discarding lighted or smoldering material in a manner that threatens, causes damage to, or results in the burning of property or natural resources, or creates a public safety hazard.

(b) Fires shall be extinguished upon termination or use or departure from the area.

(c) During periods of high fire danger, the Manager may close all or a portion of a park area to the lighting or maintaining of a fire.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

### **725:30-4-8. Sanitation**

The following is prohibited in state parks:

(1) Disposing of refuse in any manner or area except refuse receptacles.

(2) Depositing of refuse or materials in marked recyclable containers not designated for such refuse or materials.

(3) Using state park refuse receptacles or other refuse facilities for dumping household, commercial or industrial refuse, brought as such from private or municipal property, except in accordance with conditions as may be established by the Manager.

(4) Depositing refuse in the plumbing fixtures or vaults of a toilet facility.

(5) Draining sewage and/or grey water from a trailer or recreational vehicle, except in facilities provided for that purpose.

(6) Washing food, clothing, dishes, or other property at public water outlets, fixtures or pools, except at those areas designated for such purpose.

(7) Disposing of fish remains on land, or waters within 200 feet of boat docks or designated swimming areas.

(8) In non-developed or primitive areas, the disposal of human body waste. The Manager shall establish conditions concerning the containerization and carryout of human body waste.

(9) Disposing of refuse in a park where a trash in - trash out program has been instituted.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-4-9. Pets [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 23 Ok Reg 2012, eff 6-11-06]

### **725:30-4-10. Horses, llamas and pack animals**

The following is prohibited in state parks:

(1) The use of horses, llamas and pack animals outside of trails, routes or areas designated for their use.

(2) The use of horses, llamas and pack animals on a park road, except where such travel is necessary to cross to or from a designated trail or area and no alternative routes have been

designated; or the road has been closed to motor vehicles or under emergency conditions.

(3) Allowing a horse, llama or pack animal to act in an uncontrollable or imprudent manner when such animal is controllable by the owner.

(4) Bringing a horse, llama or pack animal to a park unit that is dangerous and/or not able to be controlled by its owner.

(5) Failing to retrieve and properly dispose of excrement within campgrounds or other heavily used public areas within a state park unit.

(6) Individuals who bring horses into an Oklahoma State Park must have documentation that verifies that the animal(s) has/have had a negative Coggins test in conformance with rules of the Oklahoma Department of Agriculture.

(7) Only certified hay shall be used in state parks, to the extent required by state law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 27 Ok Reg 2586, eff 7-25-10]

#### **725:30-4-11. Aircraft**

(a) The following are prohibited in state parks:

(1) Operating or using aircraft on lands or waters other than at locations designated by the Director or by Permit.

(2) Operating or using aircraft under power within 500 feet of locations designated as swimming beaches, boat docks, piers or ramps.

(3) Delivering or retrieving a person by helicopter or other airborne means except in emergencies involving public safety or serious property loss or pursuant to the term of a Permit.

(4) The taking off or landing of drones unless authorized by Permit.

(b) The use of aircraft shall be in accordance with regulations of the Federal Aviation Administration and state law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-12. Smoking [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Revoked at 38 Ok Reg 2557, eff 9-11-21]

#### **725:30-4-13. Property**

(a) Prohibited activities. The following are prohibited in state parks:

(1) Abandoning property.

(2) Leaving property unattended for longer than forty-eight (48) hours, except when authorized by Permit from the Manager in accordance with the conditions set out therein.

(3) Failing to turn in found property to the Manager or Ranger as soon as practicable.

(b) Impoundment of property.

(1) Property left unattended in excess of an allowed period of time may be impounded by Park Officials.

(2) Unattended property that interferes with visitor safety, orderly management of the park area, or presents a threat to natural resources may be impounded by Park Officials.

(3) Found or impounded property shall be inventoried to determine ownership and safeguard such property.

(4) The owner of record is responsible and liable for all charges to the person who has removed, stored or otherwise disposed of property impounded pursuant to this section; fees may be charged at the discretion of the Manager for the impoundment and storage of property impounded pursuant to this section.

(5) Impoundment of motor vehicles and boats shall be conducted in accordance with state law.

(c) Disposal of property.

(1) Unattended property impounded pursuant to this section shall be deemed to be abandoned unless claimed by the owner or an authorized representative thereof within sixty (60) days. The sixty-day (60) period shall begin when the rightful owner of the property has been notified, if the owner can be identified, or from the time the property was placed in the Manager's custody, if the owner cannot be identified.

(2) Unclaimed found property shall be stored a minimum of sixty (60) days and, unless claimed by the owner or an authorized representative thereof, may be claimed by the finder, provided that the finder is not an employee of the Department. If a finder claims such property, the finder shall be responsible for any fees associated with such claimed property. Found property not claimed by the owner or an authorized representative or the finder shall be deemed abandoned.

(3) All unclaimed abandoned property shall become the property of the Department.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-4-14. Trespassing, tampering and vandalism**

(a) The following is prohibited:

(1) Trespassing, entering or remaining in or upon property or real property not open to the public, except with the express invitation or consent of the person having lawful control of the property or real property.

(2) Tampering or attempting to tamper with property or real property, or moving, manipulating, or setting in motion any of the parts thereof, except when such property is under one's lawful control or possession.

(3) Vandalism, destroying, injuring or defacing or damaging property or real property.

(b) The rules contained in this section apply, regardless of public or private ownership, on all lands and waters within a park area.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-4-15. Interfering, lawful order and false reports**

The following are prohibited in state parks:

- (1) Interference, threatening, resisting, intimidating, or intentionally interfering with a Park Official engaged in an official duty.
- (2) Violating a lawful order of a Ranger when maintaining order and controlling public access and movement during emergencies, rescue operations, law enforcement situations, operations that involve a threat to public safety or natural resources, or other activities where control of public movement and activities is necessary to maintain order and public safety.
- (3) Knowingly giving a false or fictitious report or other false information to a Ranger or law enforcement officer investigating an accident, violation of the law or park rules. Knowingly giving false or fictitious information on the application of a Permit.
- (4) Knowingly giving a false report for the purpose of misleading a Park Officials in the conduct of official duties or making a false report that causes a response to a fictitious event.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-16. Report of injury or damage**

- (a) A person involved in an accident resulting in personal injury or property damage exceeding \$300.00, other than accidents reportable under OAC 725:30-26-4, shall report the incident to the Manager or Ranger as soon as possible.
- (b) Failure to report any incident in accordance with subsection (a) of this section is prohibited.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-17. Disorderly conduct**

For the purpose of this subsection, a person commits disorderly conduct when, with intent to cause public alarm, nuisance, jeopardy or violence, or knowingly or recklessly creating a risk thereof, such person commits any of the following prohibited acts:

- (1) Engages in fighting or threatening, or in violent behavior.
- (2) Uses language, an utterance, or gesture, or engages in a display or act that is obscene, physically threatening or menacing, or done in a manner that is likely to inflict injury or incite an immediate breach of peace.
- (3) Make noise that is unreasonable, considering the nature and purpose of the visitor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably

prudent person under the circumstances.

(4) Creates or maintains a hazardous or physically offensive condition.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-4-18. Alcoholic beverages and controlled substances**

(a) Presence in a park area when under the influence of alcohol or a controlled substance to a degree that may endanger oneself or another person or damage property or natural resources is prohibited.

(b) The Manager may close all or portions of a public use area or facility to the consumption of beverages containing alcohol when:

(1) The consumption of such beverages or the possession of an open container of such beverages would be inappropriate considering other uses of the location and the purpose for which it is maintained or established; or

(2) Incidents of aberrant behavior related to the consumption of such beverages are of such magnitude that the diligent application of enforcement, over a reasonable period of time, does not alleviate the problem.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-19. Gambling [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-20. Soliciting**

The following is prohibited in state parks:

(1) Soliciting or demanding gifts, money, goods or services.

(2) Selling, hawking, peddling any goods, wares, merchandise, liquids, edibles or any item of value without a contract, Permit, or agreement approved by the Department.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-21. Explosives and fireworks**

(a) Using, possessing, storing, or transporting explosives, blasting agents or explosive materials is prohibited in state parks except when authorized by Permit. When permitted, the use, possession, storage and transportation shall be in accordance with state law.

(b) Using or possessing fireworks and firecrackers is prohibited except when authorized by Permit which shall define the terms and conditions as the Director may establish and in accordance with state law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-22. Special events**

Sports events, pageants, regattas, tournaments, spectator attractions, entertainments, ceremonies, and similar events are allowed. Provided, however, there is a meaningful association between the park area and the events, and the observance contributes to visitor understanding of the significance of the park area, and a Permit therefore has been issued by the Director.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-4-23. Public assemblies, meetings and distribution of printed material**

Public assemblies, meetings, gatherings, rallies, demonstrations, the distribution of printed materials and other expressions of views are allowed within park areas, provided a Permit therefore has been issued by the Director.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 42 Ok Reg, Number 20, effective 7-11-25]

#### **725:30-4-24. Livestock and agriculture**

(a) The running-at-large, herding, driving across, allowing on, pasturing or grazing of livestock of any kind in a park area or the use of a park area for agricultural purposes is prohibited, except with an approved lease agreement authorized by the Executive Director.

(b) Estray livestock trespassing in the park may be impounded by the Manager. Every attempt shall be made to contact the rightful owner. If contact cannot be made the Manager shall contact the county sheriff who shall proceed with the sale of unclaimed livestock. The sheriff shall pay the Department for actual costs of impound, maintenance and damages which have accrued during the impoundment period. Such payments shall be derived from the proceeds of the sale of estray livestock [4:85.1 et. seq.].

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

#### **725:30-4-25. Memorialization**

(a) The installation of a monument, sign, structure or other commemorative installation in a park area without authorization from the Executive Director or Director is prohibited.

(b) The naming of a state asset using the name of an individual requires authorization from the Executive Director or Director.

(c) Signs or exhibits that interpret the history of a state park area may contain the names of individuals. Such interpretive signage shall be approved by the Executive Director.

(d) The scattering of human ashes from cremation is prohibited except pursuant to the terms and conditions of a departmental Permit.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 38 Ok Reg 2557, eff 9-11-21 ; Amended at 39 Ok Reg 2326, eff 9-11-22]

### **725:30-4-26. Swimming and associated swimming activities**

The following is prohibited in state parks:

- (1) Swimming or bathing in areas designated as closed.
- (2) Swimming within three hundred (300) feet of a boat ramp, boat dock or public fishing pier.
- (3) Having any child 12 years of age or younger, within a designated swimming area, unattended by an adult who is eighteen (18) years of age or older.
- (4) Possessing any glass container or glass material in a designated swimming area.
- (5) Swimming in violation of the posted restrictions set forth by the Director.
- (6) Utilizing a pool without a lifeguard present except when posted otherwise.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 5. RECREATION VEHICLES AND CAMPSITES [REVOKED]**

### **725:30-5-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-5-2. Definitions [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-5-3. Policy [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-5-4. Rates [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-5-5. Reservations [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 6. FEES, DISCOUNTS, AND WAIVERS**

### **725:30-6-1. Fee authority, requirements, discounts and waivers**

(a) Recreation fees are hereby established as approved by the Executive Director. The Executive Director shall prescribe rates, fees, tolls, or charges for the services, facilities and commodities rendered by all property of the Department [74:2220]. Such fees, rates and charges shall be based upon staff recommendation pursuant to prevailing market conditions for similar facilities, services or merchandise. Fees, rates and charges shall be structured in a manner that is competitive with the private sector and avoids undercutting.

(b) All fees and charges shall be posted in a convenient location in each park. Every person using any facility shall be charged with the same fee except:

(1) Individuals sixty-two (62) years of age and over and his or her spouse may receive discounts for camping, cabin rental, golf, cave tours, swimming, and parking and bicycle rentals. A driver's license shall be used for verification of age [74:2220].

(2) Individuals who have been certified as totally disabled as defined by state or federal law and their spouses shall be entitled to a discount which shall apply to use of, or access to, recreation facilities, regardless of residency. Acceptable means of verifying total disability include: the presentation of a Medicare card issued to an individual prior to their sixty-fifth (65th) birthday; a Notice of Award letter from the Social Security Administration; hunting and fishing license that notes total disability; award letter issued by the Department of Veterans Affairs or a document issued by a retirement or insurance board, commission or administration that attests to the individual's total disability; or a physician's letter, on letterhead stationery, that declares the individual is totally disabled. [74:2220].

(3) Children's groups that provide beneficial services may receive discounts for camping, shelters, and swimming [74:2220]. Such services shall be restricted to projects which provide environmental education awareness such as tree planting, refuse clean up, or wildlife habitat improvement. Children's groups performing a minimum of two (2) hours service toward such projects shall be entitled to prescribed fee discounts. For the purpose of this section a group is five (5) or more persons and a child is a person under the age of eighteen (18).

(c) The Director may, when in the public interest, prescribe times or periods during which the collection of fees may be waived or suspended.

(d) Using campground sites, facilities, equipment or services, or participation in group activities, recreation events, or other specialized recreation used for which fees have been established without paying such fees is prohibited. Violation of the terms and conditions of this section may result in the suspension or revocation of the use of the facility, equipment or service or any other penalties prescribed by state law.

(e) Entrance or day-use charges established by the Department, in accordance with OAC 725:30-6-1, shall be evidenced by a receipt or pass sold upon demand from the public or at the entrance of any designated entrance or day-use charge facility. The method of collection will be by payment through the appropriate online portal which can be accessed at

[www.travelok.com/state-parks](http://www.travelok.com/state-parks).

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 21 Ok Reg 1979, eff 5-11-04 (emergency); Amended at 22 Ok Reg 2657, eff 7-11-05 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-6-2. Camping fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-3. Cabin fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-4. Shelter fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-5. Golf course fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-6. Group camp fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-7. Community building fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-8. Swimming pool and controlled waterfront fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-9. Cave tour fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-10. Forest Heritage Center fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-6-11. Amphitheater fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**725:30-6-12. Bicycle rental fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**725:30-6-13. Boat and motor rental fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**725:30-6-14. Off-road vehicle fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**725:30-6-15. Storage fees [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**725:30-6-16. Sales tax [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

**SUBCHAPTER 7. USE OF PUBLIC FACILITIES  
[REVOKED]**

**725:30-7-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

**725:30-7-2. Applications for use [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

**725:30-7-3. Restrictions [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

**725:30-7-4. Liability [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

**725:30-7-5. Deposit [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

**725:30-7-6. Cancellation [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-7-7. Deposit forfeiture [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-7-8. General [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 8. CAMPING AND DAY USE**

### **725:30-8-1. Definitions**

The following words or terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

**"Primitive campsite"** means a site or area where there are no utilities, sanitation facilities or developments and is generally a significant distance from emergency services.

**"Unimproved campsite"** means a site where there is no water, electric or sanitation hookups for recreational vehicles but water, tables and grills are available in the area.

**"Semi-modern campsite"** means a site with a table, grill and electric utility service and water hydrants either at the site or in the area.

**"Modern campsite"** means a site which may have a table, grill, electric utility service, sanitation dump and water.

**"Tent site"** means a campsite where tents may be erected for overnight camping which includes erecting tents upon unimproved, semi-modern or modern campsites.

**"Reserved campsite"** means those sites that can be reserved through the online Oklahoma State Park Campground Reservation System or by contacting the park unit. Reservations may be made for campsites in accordance with OAC 725:30-12-5(a).

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 29 Ok Reg 1820, eff 10-10-12 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-8-2. Prohibitions**

(a) The Manager may require permits, designate sites or areas, and establish conditions for camping.

(b) The following is prohibited:

- (1) Hanging a propane or gas operated lantern on any tree or plant.
- (2) Leaving refuse or human waste after departing a campsite.
- (3) Camping within twenty-five (25) feet of a water hydrant or within one hundred (100) feet of a stream, river or body of water, except as designated.
- (4) The construction of permanent camping facilities or dwellings.
- (5) Failing to obtain a Permit for camping in primitive areas.

- (6) Connecting more than one water, electrical or sanitary connection per campsite or connecting to a utility which exceeds its manufactured design or capacity.
- (7) Camping outside of designated site or areas as defined by the Manager.
- (8) Parking a vehicle in, occupying or otherwise blocking in any manner, any campsite or using the utility services in a campsite without having first paid campsite or utility fees.
- (9) The placing or parking of two (2) or more recreational vehicles on any site not designed for more than one (1) recreational vehicle.
- (10) Camping longer than the time limits set forth in OAC 725:30-8-4.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-8-3. Fee collection, restrictions and exemptions**

- (a) The daily fee covers use of facilities from check-in to check-out times.
- (b) Camping fee receipts are non-transferable.
- (c) Camping fee receipts shall be maintained at the campsite and available for review upon request by the Manager, Ranger or any other official designated to collect fees.
- (d) Unimproved camping fees shall be assessed and charged in the following manner:
  - (1) Persons in a "family unit" shall only be charged one (1) unimproved camping fee This applies when the family unit is not more than two (2) parents and dependent children or grandparents and grandchildren only.
  - (2) Persons not in a family unit shall be charged one (1) fee for each "sleeping unit".
  - (3) Organized groups shall be charged according to the rule of four (4) which is one (1) unimproved fee for each multiple of four (4) persons. Children's groups may receive a discount in accordance with OAC 725:30-6-1(b)(3).
- (e) Improved camping fees shall be assessed and charged in the following manner:
  - (1) One (1) recreational vehicle fee shall be charged for each unit occupying an improved site.
  - (2) If the improved site is not occupied by a recreational vehicle but rather with other "sleeping unit" methods, the rules defined under (d) of this section shall apply and improved camping fees shall be assessed.
  - (3) One (1) tent only may be established as an extension to a recreational vehicle in an improved site. There shall be no charge for this extra tent if it is a small profile children's unit used by dependent children under the age of eighteen (18) whose parent or parents or grandparents are occupying the improved site. Any other person, such as friends or relatives, shall be charged one (1) unimproved fee for the extra tent. Fees for use of utilities for the additional tent will be in accordance with the utility fee structure

for improved sites. The Manager has discretion to determine fee application.

(f) Any person who utilizes any type of campsite, regardless of equipment, shall pay the established fee for said site.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-8-4. Time limits and extensions**

The following is prohibited:

- (1) Camping for periods longer than fourteen (14) consecutive days within the same campsite or campground depending on the park.
- (2) Camping within the same state park unit for periods longer than fourteen (14) consecutive days requires a Permit and, if on Federally owned property will not be granted per Federal regulations.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-8-5. Day use**

(a) For the purposes of this Subchapter a day use area is an area used specifically from opening to closing as defined and posted by the Manager for general recreational activities such as swimming, picnicking and fishing.

(b) The following is prohibited:

- (1) Entering or remaining in a day use area during closed hours for any purpose.
- (2) Use of electric utilities except by Permit.

(c) All other applicable rules and state laws as set forth in this Chapter shall apply to day use areas.

(d) The Manager may relax or further restrict the use hours as defined in OAC 725:30-2-6.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-8-6. Group camping**

(a) Group camping is permitted within designated campgrounds in the state park system when there will be five (5) or more sites occupied by a group for two (2) or more consecutive nights or three (3) consecutive nights on holiday weekends.

(b) Group camping is permitted outside of designated campgrounds in the state park system with an approved Permit from the Manager when there will be twenty (20) or more recreational vehicle units for two (2) or more consecutive nights or three (3) consecutive nights on holiday weekends.

(c) Reservations may be made for group camping in accordance with OAC 725:30-12-5 of this Chapter.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2326, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 9. STATE OPERATED ENCLOSED FISHING DOCKS [REVOKED]**

### **725:30-9-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-9-2. Policy [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 10. TRAILS**

### **725:30-10-1. Oklahoma Trails System Act**

(a) *The purpose of the Oklahoma Trails System Act is to provide public access to, and enjoyment and appreciation of, the Oklahoma outdoors in order to foster the conservation, development and wise use of the natural and historic resources of the state. It is the intent and purpose of the Oklahoma Trails System Act to encourage hiking, bicycling, horseback riding and other recreational activities and, because trail use by motorized vehicles is incompatible with some other trail uses, it is intended to provide separate trails and facilities for motorized vehicles whenever necessary and feasible [74:2279].*

(b) The Department shall adopt the purpose of the Oklahoma Trails System Act and such purpose shall dictate the operation, management and use of trails within the state park system.

(c) For the purpose of this Subchapter all trails are considered multiple use with exceptions and restrictions clearly marked.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-10-2. Prohibitions**

The following is prohibited in state parks:

- (1) Use of a trail for purposes or activities which have posted as restricted.
- (2) Mutilation, destruction or vandalism of any guidepost, notice, tablet or any other improvement designed and established for trail use.
- (3) Trail users shall remain on designated trails in order to minimize adverse impact on the environment. Field study off of a trail is permitted with prior approval of the Director.
- (4) Failure to yield right of way in accordance with multiple use trail yield signage defined in OAC 725:30-2-8.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 11. RENTAL OF AMPHITHEATERS [REVOKED]**

### **725:30-11-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-2. Use [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-3. Reservations [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-4. Deposit [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-5. Charges by users [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-6. Sales by users [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-11-7. Gifts to users [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **725:30-11-8. Noise restrictions [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **725:30-11-9. Rates [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

# **SUBCHAPTER 12. RESERVATIONS AND USE OF CABINS, GROUP CAMPS, SHELTERS, RESERVED/ASSIGNED CAMPING FACILITIES, AMPHITHEATERS, COMMUNITY BUILDINGS AND MEETING ROOMS**

## **725:30-12-1. Definitions**

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

**"Daily"** means the charge for use of a camp site from 3:00 p.m. until 1:00 p.m. the day of check out.

**"Deposit"** means the normal deposit for the first night's rate to be applied to the last night of the reservation. A deposit may be in the form of cash, check or properly authorized and processed credit card.

**"Free shelter"** means shelters designated by the Manager available free of charge on a first-come, first-served basis.

**"Function space"** means any area of the park unit used for purposes other than sleeping accommodations, such as meetings, banquets, golf tournament, dances and receptions.

**"Group"** means eight (8) or more reservations.

**"Group reservation"** means a reservation for thirty percent (30%) of total units available at the property for one or more nights.

**"Holiday period"** means any multiple day period associated with a state-declared holiday.

**"Improved financial condition"** means the financial results of an activity, a change in rates or fees, or any other event that increases revenues or reduces expenditures, the net result of which improves the financial condition of the Division or facility in the current or succeeding fiscal years.

**"New accommodation"** means other lodging or use types that may arise in addition to those currently covered in Division rules. New accommodations may be treated as an existing accommodation category such as cabins, shelters, group camps, lodges or other accommodations as determined by the Director.

**"One-half day"** means a period of time before 1:00 p.m. or after 3:00 p.m.

**"Per day"** means 6:00 a.m. to 11:00 p.m.

**"Portal Fee"** means a non-refundable fee charged to a customer for making a reservation using the Oklahoma State Parks Reservation website. This fee covers the cost of the web service.

**"Reservation"** means a confirmed request for a park accommodation or facility which is available to be reserved and such availability has been verified and a deposit received by the park unit.

**"Reservation Fee"** means a non-refundable fee charged to a customer for making a reservation using the Oklahoma State Parks Reservation website. This fee covers the cost to the park for securing and managing the reservation at the site.

**"Season"** means, for the purposes of this Subchapter only, the period of time between April 1 and September 30 each year, except when defined differently within this Subchapter or by the Executive Director.

**"Year-to-day"** means the same day, week, weekend or holiday of the subsequent calendar year.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 29 Ok Reg 1820, eff 10-10-12 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **725:30-12-2. Cabins**

### **(a) General cabin reservations.**

#### **(1) Reservation restriction.**

(A) Individual cabin reservations are accepted up to eleven (11) months in advance.

(B) The person making a reservation will be responsible for payment of all charges established for the accommodation, including any damages by the occupants.

(C) Those assuming responsibility for reservations and payment of charges shall be eighteen (18) years of age or older.

(2) **Reservation priorities.** Due to the heavy demand for weekend accommodations during the season, the following procedures apply during this period:

(A) Holiday periods and special events:

(i) Reservations made more than thirty (30) days prior to arrival must be for a minimum of three (3) nights if a Friday or Saturday or holiday eve night is included in the request.

(ii) At the discretion of the Manager, reservations made between thirty (30) and five (5) days prior to arrival may be accepted for two (2) nights providing not less than ten percent (10%) of the park accommodations remain available for later requests including all 3 nights of the weekend.

(B) Non-Holiday Periods:

(i) Reservations made more than thirty-six (36) days prior to arrival must be for a minimum of two (2) nights if a Friday or Saturday night is included in the request.

(ii) At the discretion of the Manager, single night reservations may be accepted between thirty (30) and five (5) days prior to arrival.

(3) **Deposits.** A request for accommodations becomes a confirmed reservation only when a deposit is received.

(A) Deposits shall be equal to the first night's rate and presented to the park unit at the time of reservation.

(B) Cancellation of the reservation shall be made 5 days in advance of the occupancy date or the deposit shall be subject to forfeiture.

(4) **Refunds.** Refunds on advance deposits may be refunded in accordance with 725:15-31-10.

(b) **Group cabin reservations.**

(1) Group cabin reservations may be accepted more than one (1) year in advance of requested dates with approval from the manager or the Director, if there is reason to believe it will benefit the facility's financial condition.

(2) The representative of an organization, company or other entity shall assume responsibility for charges and damages associated with group cabin reservations.

(3) Direct billing or credit, other than an approved credit card, for group cabin reservations is prohibited except when approved by the Manager.

(c) **Complimentary meeting space.**

(1) Complimentary meeting space where available, may be made available to groups occupying twenty (20) or more accommodations per night, or thirty percent (30%) or more of the total accommodations available at the property.

(2) Should the group fail to occupy the number of cabins for which they reserved, the park unit will prorate the balance at the regular meeting room charge.

(d) **Cabin prohibitions.** The following is prohibited:

(1) Reserving and renting a cabin with an outstanding balance of payment resulting from a cabin rental during a previous visit.

(2) Allowing more persons to occupy the cabin than the occupancy limits set forth by the Manager.

(3) Departing the park unit with no intention of paying cabin rental fees including damages to property [21:1503].

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-12-3. Group camps**

(a) **Group camp season.** Group camps open April 1 and close October 31 of each year. Exceptions may be approved by the Manager.

(b) **Application.** Reservations are accepted on a year-to-date basis.

(c) **Reservations and reservation priorities.**

(1) Reservations for groups requesting the use of the group camp for five (5) consecutive days or more shall be accepted and confirmed on a first-come, first-served basis, except as provided

for in OAC 725:30-12-5(c)(4).

(2) Reservations for groups requesting the use of the group camp for less than five (5) consecutive days shall be confirmed after January 1st each year.

(3) In instances when two (2) or more groups have requested the same group camp on the same date, first consideration will be given to the earliest postmark date on the envelope in which the application was submitted. In cases of two (2) identical postmark dates, first consideration shall be given to the group having the same reservation dates in the previous year. The next consideration will be the requested alternate date.

(4) The number of reservations is not limited during any single season, and the Manager shall give consideration to serving the greatest numbers of groups and the maximum number of persons. In addition, the Manager may determine the length of the reservation so that successive reservations will result in the greatest occupancy of the group camp. Such determinations shall be based upon the reservation type, size and activities.

(5) If an application is accepted a request for reservation deposit shall be mailed or presented to the group representative. The deposit shall be equal to the first night's rate and shall be mailed or presented to the park unit within fourteen (14) days (excluding Sundays) from the day the request for deposit was mailed from the park unit or the reservation may be cancelled. Failure to submit an accurate deposit amount may result in cancellation of the reservation. Upon receipt of the deposit the reservation will be confirmed. Once confirmed a reservation will not be cancelled or changed to accommodate any other group.

(6) Cancellation of reservations shall be made by the group representative sixty (60) days in advance of the occupancy date which is listed on the confirmed reservation form or the deposit shall be subject to forfeiture.

(7) In cases where the group camp is not reserved it may be rented to the first group making application and providing a deposit on a first-come, first served basis.

**(d) Restrictions and general information.**

(1) No group will be permitted to reserve a group camp for two (2) successive holiday or special event periods.

(2) A damage and cleaning deposit may be requested by the Manager.

(3) Group directors shall receive the area between 1:00 p.m. and 3:00 p.m. on the first day of the reservation or in its present condition at any other time.

(4) All fees are due and payable upon departure except as defined by the Manager.

(5) The group camp may be furnished with silverware, china, drinking glasses, pots and pans, chairs, beds, tables, paper products, mattresses and mattress covers. All other equipment, bedding and supplies necessary for the operation, cleanliness and safety of the group camp shall be provided by the group.

(6) A group camp director shall be provided and shall be no less than twenty-five (25) years of age and one (1) counselor shall be provided for every eight (8) children who shall be no less than eighteen (18) years of age.

(7) Any damages to property or injuries shall be reported to the Manager.

(8) Arrangements for medical care shall be arranged in the nearest community prior to group camp occupancy.

(9) Groups using pools or water related recreational facilities shall provide a waterfront director who holds a valid lifesaving certificate as defined by the American Red Cross and is no less than eighteen (18) years of age. The Department may provide lifeguard services pursuant to the fee defined in OAC 725:30-6-1. Such fee shall not exceed the posted maximum limit which has been set forth by the Department. Swimming pools may be reserved at the discretion of the Manager.

(10) Recreational vehicles may be parked in the vicinity of the group camp at the discretion and designation of the Manager based upon the established fee for the campsite type.

(11) Group camps shall be left clean and sanitary prior to check out time which is 11:00 a.m. on the scheduled day of departure.

(e) **Prohibited activities.** The following is prohibited:

(1) Using the group camp for purposes other than those activities which are approved by the Manager.

(2) The sale of merchandise, goods or services to anyone other than a member of the group.

(3) Transfer or assignment of the group camp reservation to any other group without authorization of the Manager.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-12-4. Shelters**

(a) **Reservation and reservation priorities.**

(1) Shelter reservations are accepted on a year-to-date basis.

(2) Shelters not reserved or made unavailable may be rented on a first-come, first serve basis.

(3) A reservation can be made by contacting the park unit in which the reservation is requested, or may be made on-line if available in the on-line reservation system.

(4) If accepted, a request for reservation deposit shall be mailed or presented to the person requesting a reservation. The deposit shall be equal to the fee charged for the entire shelter reservation period and shall be presented to the park unit within fourteen (14) days (excluding Sundays) from the date of the request for deposit or the reservation shall be cancelled.

(5) Cancellation of the reservation shall be made at least thirty days in advance of the occupancy date or the deposit shall be subject to forfeiture.

(6) A damage deposit may be required at the discretion of the Manager.

(7) The Manager may determine the length of the reservation so that successive reservations will result in the greatest occupancy of shelter use. Such determination shall be based upon the reservation type, size and activities.

(8) Persons may reserve a shelter for half (½) days which is fifty percent (50%) of the full daily rate.

(9) Picnic equipment and supplies may be left in the shelter overnight when shelter is rented for two (2) or more days.

(b) **Special considerations.** Shelter rental discounts are available for volume campsite rentals with approval from the Director as follows:

(1) Ten (10) campsites per day - fifty percent (50%) discount

(2) Twenty (20) campsites per day - seventy-five percent (75%) discount

(3) Thirty (30) or more campsites per day - one hundred percent (100%) discount

(c) **Prohibited activities.** The following is prohibited:

(1) Using a shelter for purposes other than those approved by the Manager.

(2) The sale of merchandise, goods or services to anyone other than a member of the group.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-12-5. Reserved/assigned and group camping**

(a) Reservations and reservation priorities - reserved/assigned camping.

(1) Individual camping reservations are accepted up to eleven (11) months in advance.

(2) All sites must be reserved prior to occupancy. No sites within the parks system are available on a first-come basis.

(3) Sites shall be reserved by site type and by site number, unless the Manager determines otherwise.

(4) All reservations shall be made online via <https://www.travelok.com/state-parks>.

(5) A non-refundable portal fee and reservation fee shall be assessed for each campsite reserved online or with the assistance of park office staff.

(6) Minimum Stay

(A) The minimum reservation shall be for two (2) nights on weekends and three (3) nights on holiday periods.

(B) At the discretion of the Manager, single night reservations may be accepted less than thirty (30) days prior to arrival.

(7) Deposits.

(A) Non-Holiday Periods deposits:

(i) A deposit equal to the first night's rental /or the entire stay is required for reservations on non-holiday weekends, at the discretion of the

Manager.

(ii) The deposit is in addition to the non-refundable portal fee and reservation fee.

(iii) Deposits for online reservations must be made with a credit or debit card.

(iv) Deposits may be made by presenting cash, credit card, business check or money order to the park unit. Reservations made with cash, business check or money order deposit are not confirmed until that deposit is received by the park unit.

(B) Holiday periods and special event deposits.

Reservations for Memorial Day, 4th of July and Labor Day holiday periods and special events must be secured with a deposit equal to the rental for the full stay.

(C) Other Deposits

(i) Other dates may require a deposit equal to the full length of stay.

(ii) Dates requiring a deposit equal to the full length of stay will vary from park to park.

(iii) All dates requiring a deposit equal to the full length of stay will be prominently displayed on the Oklahoma State Parks Reservations System homepage for each park.

(8) Confirmed Reservations

(A) A reservation is confirmed when the non-refundable portal fee, reservation fee and applicable deposit is paid.

(B) The customer will receive an e-mail confirmation upon receipt of payment.

(C) The reservation confirmation will provide the reservation confirmation number for each reservation and detailed reservation information that includes but is not limited to: customer name; customer e-mail address; name of the state park; arrival date; departure date; type of RV site reserved; and the total amount charged for each reservation.

(9) Reservation Cancellation

(A) The customer must cancel their reservation five (5) business days or more prior to the scheduled arrival date to receive a refund of the deposit.

(B) The portal and reservation fees incurred at the time of the reservation are not refundable.

(C) Reservations cancelled less than five (5) business days prior to the scheduled arrival date will be subject to forfeiture of the deposit. The portal and reservation fees shall not be refunded.

(10) Reservation Limitations - Number of Reservations

(A) The Oklahoma State Parks Reservations System may establish a limit on the number of reservations per on-line session (placed in the reservation cart).

(B) A separate portal fee and reservation fee is charged for each reservation session

(11) Deposit requirements apply to each reservation.

(A) Late Arrivals. A confirmed reservation will be held until 10:00 a.m. on the day following the scheduled arrival.

(B) Early Departures. Departures after arrival to the park will be considered as a cancellation of the reservation by the guest resulting in the forfeiture of the portal and reservation fees and may also include forfeiture of the total rental fee for the dates associated with the reservation.

(12) Change of location after arrival. If a customer chooses to move from the site assigned by the park unit or the site they reserved, customer must reserve the new site prior to occupation and may not be refunded for the original reservation by the park.

(13) One (1) tent may be established in the immediate area of a rented site and an added site fee may be imposed at the discretion of the Director in accordance with OAC 725:30- 8-3(e) (3).

(14) The provisions in (a)(1) through (a)(13) of this subsection apply only to State Parks reserved camping.

(b) Reservation and reservation priorities - group camping.

(1) Reservations shall be accepted for groups when there will be five (5) or more sites occupied by the group for two (2) or more consecutive nights or three (3) consecutive nights on holiday periods. At the Manager's discretion, reservations for groups (5 or more sites) may be requested for dates not in excess of three years from the date of application.

(2) A reservation can be made by contacting the park unit in which the reservation is requested seventy-five (75) days in advance of the date of arrival.

(3) Reservations shall be made by one (1) person representing the entire group. The group representative shall provide the park unit:

(A) The arrival and departure dates;

(B) The number of campsites which will be occupied by the group; and

(C) The number of members applicable to a discount as defined in OAC 725:30-6-1.

(4) The provisions (1) through (3) of this subsection apply only to state Parks offering reserved group camping.

(5) Advance deposits are available for groups. Deposits shall be coordinated by the group representative sixty (60) days in advance of arrival date in accordance with the following requirements:

(A) The group representative shall coordinate with the Manager to secure the quantity of sites needed for the group occupancy dates.

(B) Individual group members have a fixed time to make contact with the Manager and pay appropriate deposit for the site rented.

(C) Sites not secured by a deposit ten (10) days in advance of the group occupancy date may be released by the Manager.

(6) Visitation and reservation circumstances shall dictate consecutive site allocation for groups.

(c) Reservation and reservation priorities - rallies and large groups.

(1) Reservations shall be accepted outside of campgrounds for groups in excess of twenty (20) recreational vehicle units where park facilities can accommodate the size of the group.

(2) A reservation can be made by contacting the park unit in which the reservation is requested seventy-five (75) days in advance of the date of arrival.

(3) Reservations shall be made by one (1) person representing the entire group. The group representative shall provide the park unit:

(A) The arrival and departure dates;

(B) The number of campsites which will be occupied by the group; and

(C) The number of members applicable to a discount as defined in OAC 725:30-6-1.

(4) A deposit shall be required in accordance with the terms set forth in (b) (5) of this section.

(5) Notice of cancellation for the entire group shall be received by e-mail, mail or telephone from the group representative ten (10) days in advance of the occupancy date or the deposit amount will be deducted from the security bond deposit or the deposit will be forfeited for non-security bond deposits.

(6) A Permit requiring liability insurance may be required contingent upon activities conducted by the group in accordance with the rules set forth in Subchapter 16 of this Chapter.

(7) Upon arrival the group representative or designee shall provide payment for the balance of the reservation period for the entire group.

(d) Transferring of reservations. The transferring of reservations is prohibited. Reservations that are transferred to another party shall be immediately canceled by the Department and no refund shall be given. The party receiving the reservation will be liable to pay all fees associated with the occupancy of the reservation to the Department.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 29 Ok Reg 1820, eff 10-10-12 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 38 Ok Reg 2557, eff 9-11-21 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **725:30-12-6. Amphitheaters, community buildings and meeting rooms**

(a) **Reservation and reservation priorities.**

(1) Facilities defined in this section may be reserved on a year-to-date basis.

(2) Group reservations with overnight accommodations may be accepted more than one (1) year in advance of requested dates

with approval from the manager or Director, if there is reason to believe that it would benefit the facility's financial condition, and may include other structures noted in this section.

(3) A group reservation can be made by contacting the park unit in which the reservation is requested.

(4) If the reservation application is accepted, a request for reservation deposit shall be e-mailed, mailed or presented to the person requesting a reservation. The deposit shall be on behalf of the total fee for the facility reserved and presented to the park unit within fourteen (14) days (excluding Sundays) from the date of the request for deposit or the reservation shall be cancelled.

(5) Cancellation of the reservation shall be made at least thirty (30) days in advance of the occupancy date or the deposit shall be subject to forfeiture.

(6) Fee balance is payable upon receipt of the facility and shall not be prorated.

(7) A damage and or cleaning deposit may be required at the discretion of the Manager.

(8) The Manager may determine the length of the reservation so that successive reservations will result in the greatest occupancy of facility use.

**(b) Special consideration for amphitheaters.**

(1) Utilization of amphitheaters is under the control of the Manager at the designated park or lodge unit.

(2) There shall be an additional charge for use of lighting and sound equipment which will be operated by Park Officials.

**(c) Special considerations for visitor center meeting rooms.** Groups using visitor center meeting rooms, which do not meet the requirements of free usage in accordance with OAC 725:30-12-2(c), shall pay the set fee.

**(d) Prohibited activities.** The following is prohibited:

(1) Using these facilities for purposes other than those approved by the Manager.

(2) The sale of merchandise, goods or services to anyone other than a member of the group.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 13. RENTAL BOATS/MOTORS AND BERTHS [REVOKED]**

### **725:30-13-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-13-2. Eligible renters [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-13-3. Other requirements [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-13-4. Rates [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 14. REFUNDS AND RAIN CHECKS [REVOKED]**

### **725:30-14-1. Requirements [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-14-2. Refunds for advance deposits for reservations [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-14-3. Refunds for advance payment [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-14-4. Refunds for park gift shops [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

### **725:30-14-5. Rain checks [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 11 Ok Reg 2869, eff 6-13-94]

## **SUBCHAPTER 15. PICNIC SHELTER RESERVATIONS [REVOKED]**

### **725:30-15-1. Purpose [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-15-2. Requirements [REVOKED]**

[Source: Revoked at 10 Ok Reg 3235, eff 6-25-93]

## **SUBCHAPTER 16. PERMITS**

### **725:30-16-1. Objective and general requirements**

(a) When authorized by rules set forth in this Chapter, a Permit may be issued, as set forth in this Subchapter, to authorize an otherwise restricted or prohibited activity or impose a public use limit except those activities which have been prohibited by state law. The activity authorized by a Permit shall be consistent with applicable rules and state laws, and be based upon the determination that public health and safety, environmental values, natural or cultural resources, and scientific research will not be adversely impacted. Further, the Permit shall assure the implementation of some management practices and responsibilities by requiring proper allocation and use of facilities or the avoidance of conflict among visitor or guest use activities.

(b) Application for a Permit shall be submitted to the Manager during normal business hours. All applications for Permits shall be submitted not less than thirty (30) days prior to event.

(c) Unless otherwise provided for by the regulations in this Chapter, the Department shall deny a permit that has been properly applied for only upon determination that one or more of the factors set forth in subsection (a) of this section would be adversely impacted. The basis for denial shall be provided to the applicant upon request.

(d) The Permit shall include the terms and conditions that the Department deems necessary to protect park resources or public safety and shall also include terms and conditions established pursuant to the authority of any other section of this chapter.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-16-2. Prohibitions**

(a) The following is prohibited in state parks:

- (1) Engaging in an activity subject to a Permit requirement imposed pursuant to this section without obtaining a Permit; or
- (2) Violating a term or condition of a Permit issued pursuant to this Subchapter.

(b) Violating a term or condition of a Permit issued pursuant to this Subchapter may result in the suspension or revocation of the Permit by a Park Official and may result in removal from the Park and loss of all monies paid for Permit and any associated reservations.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-16-3. Types of Permits**

(a) The Department may grant and impose charges for any and all Permits. Charges for Permits shall be in accordance with Appendix B of this Chapter. There are three types of Permits which may be issued by the Department:

(1) Use Permits. Use Permits may be issued by the Manager for specific short-term activities that are private and closed to the public including, but not limited to, the following:

- (A) Scientific Research and / or collection of Specimens
- (B) Hunting, when such hunts have been approved in accordance with OAC 725:30-4-2
- (C) Activities requiring a permit on the National Scenic Recreation Area
- (D) Drone usage (private)
- (E) Private event at a non-rentable structure or location
- (F) Private fishing group
- (G) Recreational use of privately owned golf cart

(2) Event Permit. Event Permits may be issued by the Director for specific short-term events or activities that are either private events or public events that are free for the public to attend including, but not limited to, the following:

- (A) Vendors attending events open to the public hosted by the Department
- (B) Events open to the public such as concerts, workshops, and the like that are free to the public
- (C) Use of aircraft in areas outside of established airports or private use of helicopters
- (D) All events which involve fireworks

(3) Commercial Permits. Commercial Permits may be issued by the Director for short-term business operations or events or activities that are open to the public and require a fee to attend including, but not limited to, the following listed below. A commercial permittee shall report all sales of commercial permittee and/or vendors associated with the event and remit a percentage of those sales as set forth in Appendix B. Such terms and conditions shall be communicated to the organizer prior to issuance of a Commercial Permit. Commercial Permits may be issued by the Director for:

- (A) Ticketed events which are open to the general public to purchase
- (B) Events in which the organizer is requesting sites to resell
- (C) Short-term business operations of Concession-like businesses that may not exceed four (4) months in duration
- (D) Commercial filming
- (E) Events in which third-party vendors will sell goods or services to the public
- (F) Tournaments of any kind (races, fishing tournaments, etc.)
- (G) ATV/UTV rallies and gatherings
- (H) Any events which result in overflow parking areas or require or result in parking on the shoulders of roadways within the park or highways. All such events that will allow for parking of vehicles on the shoulders of roadways outside of the park will be contingent upon the organizer

receiving proper approvals from the appropriate jurisdictions.

[Source: Added at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24; Amended at 42 Ok Reg, Number 20, effective 7-11-25]

## **SUBCHAPTER 18. SPECIAL USE AREAS**

### **725:30-18-1. State Capitol Park [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 20 Ok Reg 1358, eff 5-27-03]

### **725:30-18-2. Alabaster Caverns State Park**

Wild caving at Alabaster Caverns State Park is authorized under the following conditions:

- (1) Wild caving is prohibited unless approved by issuance of a Permit from the Department or under the supervision of a tour guide.
- (2) A minimum of 2 spelunkers shall be required to secure a Permit, with one person having previous spelunking experience.
- (3) Wild caving is only permitted between the hours of 8:00 a.m. and 4:30 p.m.
- (4) Each spelunker shall be required to have the following equipment:
  - (A) Three (3) light sources;
  - (B) Hard hat;
  - (C) First aid kit;
  - (D) Long sleeve shirt and trousers;
  - (E) Gloves; and
  - (F) Water.
- (5) Spelunkers shall advise the park office staff prior to entering a wild cave, noting the location of the cave to be explored. These spelunkers will likewise notify the park office staff upon their departure.
- (6) All spelunkers shall be required to sign a liability release prior to beginning the spelunking activity.
- (7) No permits will be issued between October 1 and February 28 for the protection of hibernating bats.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-18-3. McGee Creek Natural Scenic Recreation Area - McGee Creek State Park**

(a) The Natural Scenic Recreation Area is a unique 8,900 acre natural recreational resource authorized by Congress as a feature of the McGee Creek Project. The Natural Scenic Recreation Area was formulated, through a public involvement process, based on four concepts:

- (1) a quiet water zone,

- (2) a wilderness-type recreational experience,
- (3) non-motorized activities, and
- (4) preservation of natural and cultural resources.

(b) In compliance with environmental resource use regulations as defined by the United States Department of Interior, Bureau of Reclamation, the following interim rules shall apply to the McGee Creek Natural Scenic Recreation Area of McGee Creek State Park:

(1) **Access to the Natural Scenic Recreation Area.** Access to the Natural Scenic Recreation Area is authorized by Permit only and available at the entrance station and park office. The purpose of the Permit system is to minimize environmental impacts in the Natural Scenic Recreation Area. Permit issuance is based upon the number of persons individually or in a group until the maximum daily limit is reached. The maximum daily limit may be adjusted based upon the changes in the number of miles of designated trails, updated user group ratio data, and/or adjustments in response to the results of the ongoing monitoring program, including user surveys. Maintenance of trails by the different user types is considered in setting the maximum daily limit. Permits are issued for each user type and are not transferable or interchangeable.

(A) The following table defines maximum daily limits (users/mile/day):

(B) The Department has the discretion to temporarily restrict use within the Natural Scenic Recreation Area under certain circumstances such as severe weather conditions, high fire danger, trail maintenance, special events and other approved uses.

(2) **Day use permits.** Half (½) of the full day permits may be reserved up to ninety (90) days in advance. Half-day permits are issued on a first-come, first served basis only. Any reserved Permit not picked up by 10:00 a.m. of the date of issue will be released for use by others unless previous arrangements have been made.

(3) **Overnight camping.** Camping in the Natural Scenic Recreation Area will be by Permit only and be restricted to specified areas. When the Permit is issued, users will be provided with a map of the Natural Scenic Recreation Area indicating the location of their reserved/assigned camp area for each night of their stay. Users shall park their vehicles in a secured parking area at the Natural Scenic Recreation Area entrance and enter the Natural Scenic Recreation Area from the trail-head access only. The camper maximum daily limit will indicate the maximum number of campers allowed throughout the Natural Scenic Recreation Area at any given time. Half (50%) of the daily camping permits may be reserved up to ninety (90) days in advance. The remaining camping permits shall be issued on a first-come, first-served basis up to the maximum daily limit. Individual party size shall be limited to a maximum of twelve (12) persons per campsite for sanitary reasons. Camping permits not picked up by the opening of business of the second day of the

Permit may be released for others to use. Persons arriving after the close of business hours shall camp in the McGee Creek State Park camping areas and obtain the Permit the next day. The maximum length of stay for each Permit is four (4) days, beginning with sunup of the day the Permit is issued and ending at sunset of the last day. Camping permits may be renewed depending on availability, and only if the camper maximum daily limit has not been reached.

(4) **Water access permits.** Permits for water access for hiking and camping shall be permitted in accordance with (2) and (3) of this subsection. Some campsites may be designated for water access users only. Vessels may be anchored, tied to shore, or carried to the campsite for storage. Construction of racks or bars for dry storing of vessels is prohibited. Use of internal combustion engines within the quiet zone is prohibited. Electric motors, paddles, poles, or sails are allowed.

(5) **Equestrian Permit** Permits for equestrian access shall be permitted in accordance with (2) and (3) of this subsection. Some campsites may be designated for equestrian users only. Horses tethered to trees or structures are prohibited. Hobbles or ground tying is prohibited. Use of feed bags and picket lines are required adjacent to the designated camping area. Horses shall be kept in the campsite only as long as it takes to unpack or pack them. Users shall not be allowed to turn their horses loose to graze. Horses shall not be left unattended for more than a few hours. Stallions are prohibited. Since all trails open to equestrian use will be multi-use, horse droppings shall be dispersed off the trails. Horse droppings at the camp sites shall be buried. Tying up horses overnight within one hundred (100) yards of any body of water or creek is prohibited.

(6) **Multi-use trails.**

(A) With the limited number of miles of trails available, all groups shall be required to use the main trails.

Equestrians shall be limited to logging roads or trails designated for equestrian use only. Bicyclists may be allowed on designated trails that are appropriate for their use. The remainder of the trails shall be restricted to hikers only. Any additional proposed trails shall be mapped and their use approved by the Bureau of Reclamation before they are opened. National accepted trail etiquette will apply to the Natural Scenic Recreation Area and any other guidelines posted at the trail head.

(B) Trail signage shall consist of painted blazes on trees and routed wood signs. The blazes shall be color coded by U.S. Forest Service Standards to indicate which user type can access that trail. The blaze shall be located at eye level to a hiker and, if possible, spaced so as to be in sight of the next marker. Routed wood signs shall be kept to the absolute minimum needed to identify junctions and campsites. These and other types of signs and their locations shall be submitted for approval by the Bureau of

Reclamation.

(7) **Fire.** The use of wood fires shall be restricted to fire pans or fire blankets. Fire rings or pits are prohibited. Natural deadfall will be the only source material. Cutting of standing trees or large logs is prohibited. No axes or other large cutting implements shall be allowed into the area except for maintenance by Department staff and assignees. Campers entering the area shall be required to show that they have in their possession a fire pan, fire blanket, or backpackers stove before they are allowed to proceed. Ash and other residue from the fire will be disposed of as follows: large chunks of unburned wood will be buried; debris will be removed from the ash and packed out; ash will be dispersed outside the camp area over as much ground as possible. Disposal of ash within 100 yards of any body of water or creek is prohibited.

(8) **Disposal of human waste.** Disposal of human waste shall be accomplished by the use of cat holes. Every camper entering the area shall be required to have (or share) a small hand shovel for this purpose. Digging cat holes within 50 feet of any campsite or 100 yards from a body of water, creek or spring is prohibited. Large group latrines or pits are prohibited.

(9) **Llamas.** Until an in-depth study of llama activity can be conducted, llamas will be treated as pack animals. Restrictions set forth in (5) of this subsection shall apply to llamas.

(10) **Quiet water zone.** An internal combustion engine in the zone is prohibited. Electric motors shall be allowed and there will be no limit to the number of vessels accessing the zone. Any boater wanting to access the land portion of the Natural Scenic Recreation Area, other than the immediate shoreline area, shall be required to get a Permit before entering the quiet water zone. Signage stating the rules shall be posted at the junction of the Permit station road, the Grassy Hollow access road, the Grassy Hollow boat ramp, and the start of the quiet water zone which is defined by floating signs.

(11) **Special events.** Permitting of a limited number of periodic special large group events (except on holiday weekends) will be considered on a case-by-case basis.

(12) **Natural Scenic Recreation Area restrictions.** In addition to the restrictions and prohibitions set forth in (1)-(11) of this subsection the following prohibitions shall apply to the Natural Scenic Recreation Area:

(A) The use of motorized vehicles except emergency and maintenance vehicles.

(B) Development and construction unless authorized by the Bureau of Reclamation.

(C) Trace backpacking rules.

(D) Access to the Ferndale Bog area without prior authorization of the Manager and Director with concurrence of the Bureau of Reclamation.

(E) Pets of any kind except horse and pack animals.

(F) Using any area except designated trails and camping areas.

(G) Removal of artifacts and plants.

(13) **West Buffer Zone.** The 1,200 acre portion of the Natural Scenic Recreation Area west of the McGee Creek is jointly managed by the Department and the Oklahoma Department of Wildlife Conservation in accordance with a Memorandum of Understanding dated September 14, 1987. All use and development within the 1,200 acres is subject to the same Natural Scenic Recreation Area environmental quality concepts previously discussed. No trails will be developed within the 1,200 acre area for the interim operating plan. Accordingly, only wilderness type hunting will be allowed initially with access by Permit only from the Wildlife Management Area. Appropriate signs will be posted to identify the area and notify users of applicable rules and regulations. Although no Maximum Daily Limit limits are included in the initial interim operating plan (the maximum daily use to date has been 6 hunters), the use levels and associated impacts will be informally monitored. If necessary, a hunter Maximum Daily Limit may be established prior to implementation of the final Resource Management Plan.

(14) **Natural Scenic Recreation Area rules.** All rules defined in this Chapter shall apply to the Natural Scenic Recreation area.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-18-4. Quartz Mountain State Park [REVOKED]**

[Source: Added at 11 Ok Reg 2869, eff 6-13-94 ; Revoked at 20 Ok Reg 1358, eff 5-27-03]

### **SUBCHAPTER 20. VOLUNTEERS**

#### **725:30-20-1. Definition, purpose and objective**

(a) For the purposes of this Subchapter a volunteer is a person who volunteers their labor or services to the Department with no monetary compensation provided for such labor or services .

(b) The primary purpose of the volunteer program shall be to provide a vehicle through which the Department can accept and utilize voluntary help and services from the public. The major objective of the VIP program is to utilize voluntary help in such a way that it is mutually beneficial to the Department and the volunteer.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-20-2. Application, qualification, selection and restrictions**

(a) Any person may volunteer, without regard to race, color, creed, religion, age, sex, political affiliation or national origin, when work or other services are designated by the Manager as those which may be accomplished by a volunteer.

(b) Application for volunteer work may be made by contacting the Manager in the park where the person wishes to volunteer their services. A background check will be required by the Department prior to allowing all volunteers eighteen (18) years of age or older.

(c) An interview shall be conducted by the Manager or designee to determine if such person is physically capable or has the required education and/or experience to meet the requirements of the position. Such requirements shall be set forth by the Manager.

(d) The Manager may request the volunteer applicant to disclose a self-identification of medical disability or obtain a medical examination if there is a question regarding the volunteer's physical capability to perform assigned tasks associated with a position.

(e) Any person convicted of any violent crime, sexual offense, crime against another person, crime involving the use of deadly force, or any crime involving moral turpitude or other serious offense; or any person who is an illegal alien in the United States is prohibited from participating as a volunteer.

(f) A person shall be considered selected for volunteer services when a volunteer contract has been fully executed between the volunteer and the Manager. Where volunteer services will result in fee waiver for facility use the Director's approval shall be required.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-20-3. Orientation and training**

An orientation and training program shall be conducted by the Manager or a person responsible for supervising the activities of a volunteer. Such orientation shall include, but not limited to, the following topical areas:

- (1) Work schedule and job responsibility.
- (2) Time reporting requirements.
- (3) Use and care of government property.
- (4) Use of safety equipment.
- (5) Reporting injuries and property damage.
- (6) Volunteer conduct.
- (7) Applicable laws, rules, policies or operating procedure.
- (8) Causes for termination of the volunteer contract.
- (9) Volunteer injuries and payment of medical expenses associated with injuries.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**725:30-20-4. Supervision and performance evaluation**

(a) A supervision plan for volunteers shall be established by the Manager which outlines supervisor/subordinate roles and responsibilities.

(b) A volunteer's performance shall be evaluated by their immediate supervisor every six (6) months or at the end of their volunteer contract whichever comes first. Such evaluation shall be written and the results discussed with the volunteer to identify performance, weaknesses and strengths and methods for improving performance.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-20-5. Fee waiver**

(a) The Director may waive certain facility fees when such facility use by the volunteer is necessary to meet the requirements and obligations of the position, or enhance the comfort and safety of the volunteer.

(b) Such fee waivers shall be defined in the volunteer contract which shall include the extent and terms of such waiver.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**725:30-20-6. Injuries and other claims**

Volunteer services shall not be covered by worker's compensation in accordance with State Law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 11 Ok Reg 2869, eff 6-13-94 ; Amended at 38 Ok Reg 2557, eff 9-11-21]

**725:30-20-7. Uniforms**

Uniforms may be provided to volunteers and shall be used in accordance with the procedures set forth by the Department.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

**725:30-20-8. Prohibitions**

The following is prohibited and applicable to persons providing volunteer services to the Department:

- (1) Performing volunteer services without a fully executed contract.
- (2) Performing duties defined in the contract without proper training or orientation as set forth in section OAC 725:30-20-3.
- (3) Violating any term or condition set forth within the volunteer contract.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-20-9. Termination of Volunteer Contract**

(a) Department reserves the right to terminate volunteer contract at any time with or without cause.

(b) Any Volunteer Contract terminated by the Department prior to expiration shall be approved by both the Manager and the Director of the Division.

(c) Early termination of the volunteer contract must be done in writing.

(d) Once the contract is terminated, volunteer has forty-eight (48) hours to vacate the site.

(1) Failure to vacate the site or occupancy of another site is subject to regular rate charges for occupancy.

(2) Occupancy of site by a volunteer whose contract has been terminated early must be paid for in advance.

(3) Failure to vacate the volunteer site or failure to pay the regular rate may result in removal of person and or property from the park as provided by law. Any cost resulting in the removal or storage of removed property shall be born solely by the owner of the property.

[Source: Added at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 22. CONCESSION LEASES AND COMMERCIAL USE**

### **725:30-22-1. Purpose and authority**

(a) The purpose of this Subchapter shall be to define the process in which Concession Leases located upon Department property are examined, competitively bid, awarded and ultimately leased.

(b) In accordance with state law, the Department is authorized to lease lands and facilities for the promoting of the public use of parks.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-9-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-22-1.1. Definitions**

The following words and terms, when used in this Subchapter, shall have following meaning, unless the context clearly indicates otherwise:

**"Concession"** means the operation of a business on Department owned properties that operates under a Concession Lease.

**"Concession Commission"** or **"Concession Royalty"** or **"Royalty"** means the payments made to the Department under the terms of the Concession Lease.

**"Concession Lease"** or **"Lease"** means the agreement executed by the Department and a third party for the operation of business or service upon properties operated by the Department.

**"Concession Lessee"** or **"Lessee"** means the party leasing a Concession from the Department under the terms of a Concession Lease.

**"Grievance"** means letter or email to the Department documenting a complaint by a Concession customer.

**"Proposal"** means the official response by a third party to RFP that shall be a binding formal offer to do business as a Concession with the Department.

**"Proposal opening"** means the time when Proposals are opened by the Department employees after the deadline for Proposals being due

**"Request for Proposal" or "RFP"** means invitation to submit a Proposal on a Concession whereby the Department invites members of the public to submit a Proposal in response to specifications determined by the Department.

[Source: Added at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-22-1.2. Examination**

(a) Prior to issuing an RFP a determination will be made whether the proposed operation would be a desirable addition to the Department. Department staff shall make this determination after an analysis of the following considerations:

- (1) Economic viability,
- (2) Environmental impact,
- (3) Impact on the property infrastructure,
- (4) Compatibility with the overall property and its nature,
- (5) Benefits to the park visitor and the citizens of Oklahoma, and
- (6) Impact on and compatibility with other concession leases.

(b) The Department will consult with any owner or federal agency as required by either law or contract.

(c) The Department may require a feasibility study or other information in the event that the Concession is being proposed by a third party, which shall be done at the expense of the proposing party. Any party proposing a new Concession shall receive no preference or special consideration and such new Concession shall be subject to an RFP process if pursued by the Department.

(d) The determination of the Department whether to proceed with an RFP for a proposed Concession Lease shall rest solely with the Department. Such decision shall not be subject to the Administrative Procedures Act.

[Source: Added at 37 Ok Reg 635, eff 3-9-20 (emergency); Added at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-22-2. RFP process**

The Department shall competitively bid a property or facilities for a concession lease as follows:

- (1) A bid package shall be prepared by the Department which shall include the following:
  - (A) Instructions, which include all deadlines;
  - (B) The process and method of bid evaluation;
  - (C) Explanation of the reasons for automatic bid disqualification;
  - (D) An RFP form, which must be fully completed;
  - (E) A financial statement;

- (F) Section(s) describing operation and management;
  - (G) General terms applicable to the RFP;
  - (H) Section(s) listing the bidder's experience and background; and
  - (I) Other sections deemed necessary by the Department.
- (2) RFP shall be posted on the Department website for not less than fifteen (15) days and shall contain all of the necessary information, as determined by the Department.
- (3) Interested parties may request a bid package by either emailing [ospconcessions@travelok.com](mailto:ospconcessions@travelok.com) or by downloading it from the Department website.
- (4) Fully executed bid packages shall be received in accordance with the instructions and format required in the RFP.
- (5) Bid packages shall be opened and reviewed at the time of the Bid Opening. Bids shall not be opened prior to Bid Opening.
- (6) The Department reserves the right to reject all or part of all bids within thirty (30) calendar days from the Bid Opening. Such notice of rejection, stating the reasons for rejection, shall be provided in writing within ten (10) calendar days of the rejection to all parties who submitted a Bid.
- (7) The following are reasons for rejection, but the Department is not limited solely to these reasons:
- (A) The bid was not submitted in accordance with the deadline set forth in the RFP.
  - (B) The information or signatures requested in the RFP was not complete or fully executed.
  - (C) The bid included inaccurate, false or inauthentic information or documentation.
  - (D) The Department has withdrawn the RFP.
  - (E) Unfavorable results of criminal background check.
  - (F) Agricultural leases may, at the Department's discretion, be exempt from the requirements set forth in this subsection.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-22-3. Evaluation of bids and award of contracts**

- (a) The rejection of the bid or award of the contract shall occur within thirty (30) days from the date of the Bid Opening, unless otherwise extended by the Department in its sole discretion.
- (b) The award of the contract shall not be based upon the proposed Royalties alone and shall include managerial competence, quality of proposed services and improvements, and financial capability to operate and manage the proposed property or facility. The Department reserves the right to verify all documents submitted for evaluation purposes.
- (c) A recommendation of award shall be made to the Executive Director based upon a complete evaluation by reviewers appointed by the Executive Director or their designee.

(d) The Executive Director shall make the final decision regarding the awarding of Concession Lease to the successful bidder.

(e) The Director shall coordinate the execution and negotiation of the Concession Lease with the successful bidder.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-22-4. General lease requirements**

(a) The Lease shall be prepared reflecting the terms and conditions of the RFP and the response of the successful bidder.

(b) The following issues shall be included in all Concession Leases:

- (1) Providing all final and as-built construction documents to the Department;
- (2) Required owner approval for all construction;
- (3) Compliance with all applicable Federal and Oklahoma laws;
- (4) Conditions on which the Department may terminate the Concession Lease;
- (5) Calculation of all Concession Commission or Royalty Payments due to Department; and
- (6) Assignment, purchase or conveyance of any right under the Concession Lease must be approved by the Department in writing and any owner of the property as may be required by contract.

[Source: Added at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-22-5. Lease modifications**

Any modification to Concession Leases may be done upon written approval of both the Lessee and the Executive Director of the Department or their designee.

[Source: Added at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20]

#### **725:30-22-6. Permits [REVOKED]**

[Source: Added at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-22-7. Repairs and improvements in lieu of royalties**

(a) The Department may accept repairs or improvements made by Concession Lessees to assets owned or leased by the State in lieu of Royalties. All such repairs or improvements:

- (1) Immediately become property of the Department;
- (2) Must be document by addendum or amendment to the Lease; and
- (3) Must be approved in advance by the Department and accompanied by the appropriate documentation.

(b) The Department may allow all or a portion of the cost of such repairs or improvements to reduce Royalties due under the Lease or Permit.

[Source: Added at 20 Ok Reg 1360, eff 5-27-03 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20]

#### **725:30-22-8. Grievance process**

(a) Any customer of a Concession may file a Grievance when he/she feels that the Concession has acted outside the bounds of standard practices for that type of business. "OFFICIAL GRIEVANCE REQUIRING INVESTIGATION" must be used in the Grievance and must include the circumstances or actions by the Concession resulting in the Grievance, which may include pricing, customer service or business policy.

(b) The Grievance must be submitted to the Executive Director, either directly or through Park Management.

(c) The Executive Director will investigate Grievance, both for validity and potential resolutions.

(d) After the investigation is concluded, the Executive Director shall provide a written response to the party who filed the Grievance with their findings and any action taken by the Department.

(e) The Executive Director's written response shall represent the Department's final determination and the grievance process will be closed upon its completion.

[Source: Added at 22 Ok Reg 2658, eff 7-11-05 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 37 Ok Reg 635, eff 3-29-20 (emergency); Amended at 37 Ok Reg 2255, eff 9-11-20]

## **SUBCHAPTER 23. MINERAL LEASES AND OPERATIONS**

#### **725:30-23-1. Purpose and authority**

(a) The purpose of this Subchapter shall be to define the process in which mineral leases located upon Department property are examined, competitively bid, awarded and ultimately leased. General management of mineral operations is also addressed.

(b) In accordance with state law, the Department is authorized to offer for sale, sell, and execute oil and gas leases, and other mineral and mining leases [74:2219].

(c) The Executive Director may to enter into leases, grant easements and execute such instruments as in the judgment of the Department are necessary or convenient to the exercise of those powers and duties of the Department pursuant to the Oklahoma Tourism and Recreation Act. [74:2207(5)].

[Source: Added at 20 Ok Reg 2645, eff 6-4-03 through 7-14-04 (emergency)<sup>1</sup>; Added at 22 Ok Reg 2659, eff 7-11-05 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 38 Ok Reg 2557, eff 9-11-21 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-04 (after the 7-14-04 expiration of this emergency action), Section 735:30-23-1 was no longer effective, and remained as such until added by permanent action on 7-11-05.*

### **725:30-23-2. Examination**

(a) Prior to issuing an invitation to bid for a mineral lease, a determination will be made whether the proposed lease would be an acceptable operation at the specific park property. Department staff shall make this determination after an analysis of the following considerations.

- (1) Environmental impact,
- (2) Compatibility with the overall property and its nature,
- (3) Safety of the park visitor, and
- (4) Financial benefit to the Department.

(b) The determination of the Department regarding whether to proceed with issuing an invitation to bid for a minerals lease shall rest solely with the Department and shall not be subject to the Administrative Procedures Act.

[Source: Added at 20 Ok Reg 2645, eff 6-4-03 through 7-14-04 (emergency)<sup>1</sup>; Added at 22 Ok Reg 2659, eff 7-11-05 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-04 (after the 7-14-04 expiration of this emergency action), Section 735:30-23-2 was no longer effective, and remained as such until added by permanent action on 7-11-05.*

### **725:30-23-3. Bidding process**

(a) The Department shall prepare an invitation to bid (ITB) and shall advertise the mineral interest bid as set out in 74 O.S. Section 2219.

(b) All bids must be submitted in accordance with the requirement contained in the ITB.

(c) A separate bid showing the tract number and legal description must be filed on each tract. Each tract will be leased separately to the highest and best bidder. Drilling contracts or production payments will not be considered, except in a special lease sale.

(d) The minimum bid will be specified in the ITB, the notice of sale and lease.

(e) The successful bidder must pay the full cost of advertising.

(f) The successful bidder will be issued a maximum of a three (3) year commence type lease. The royalty and annual delay rental will be specified in the notice of sale.

[Source: Added at 20 Ok Reg 2645, eff 6-4-03 through 7-14-04 (emergency)<sup>1</sup>; Added at 22 Ok Reg 2659, eff 7-11-05 ; Amended at 23 Ok Reg 2012, eff 6-11-06]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-04 (after the 7-14-04 expiration of this emergency action), Section 735:30-23-3 was no longer effective, and remained as such until added by permanent action on 7-11-05.*

#### **725:30-23-4. Rules and regulations**

The rights and responsibilities of the mineral lessee shall be governed by the lease document and the following rules and regulations.

(1) All pipelines, except those that are used exclusively in lease operations, must be covered by a Permit. Applications for pipeline permits must include a plat of pipeline, drawn to scale, in triplicate.

(2) All pipelines, as to location and depth, must be approved by the Department.

(3) Within thirty (30) days of the completion of a producing oil and gas well, a sign shall be posted showing the name and number of the well and the legal description.

(4) On or before the last day of the month following the month of production, the lessee must file a sworn monthly report of oil produced and sold from the leased premises. This report will be filed with the Department.

(5) On or before the last day of the month following the month of production, the lessee must file a sworn monthly report of gas and casinghead gas produced and sold from the leased premises. This report must be filed with the Department and must be complete in detail.

(6) Prior to the commencement of operation, notice shall be given to the Department of intention to drill or recomplete any well, the name and number of the well, the approximate date operations will begin, and the estimated depth.

(7) Notice of intention to plug must be filed with the Department at least five (5) days prior to plugging any oil or gas well. A copy of the plugging record shall be filed with the Department within thirty (30) days of the completion of plugging operations.

(8) The lessee shall file an annual summary of lease operations on or before the first day of March. This report shall be filed with the Department and covers operations on producing leases for the previous calendar year.

(9) The Department may require special reports pertaining to production or operation of a state lease. Upon request, the lessee shall promptly submit the required reports.

(10) Within thirty (30) days after completion or recompletion of any well, a completion report shall be filed with the Department. This report shall be on the form prescribed by the Oklahoma

Corporation Commission and shall be signed and sworn to by the lessee or his authorized representative. In addition to the above report, the lessee, upon request, shall furnish to the Department a copy of any electric or other log runs on this well.

(11) All lessees shall abide by the environmental regulations that are included in the lease agreement.

(12) All lessees must post a performance bond, in the amount requested by the Department, to cover the following agreements with the Department: oil and gas lease, salt water disposal lease, and seismic exploration agreement.

(A) Bonds will be released upon written request of the lessee or bonding company if liability is terminate.

(B) All surety bonds must be made by a company authorized to do business in the State of Oklahoma.

(C) Each assignment must be accompanied by a performance bond in accordance with the Department's bond schedule, with the assignee as principal.

(D) No assignment of a state lease will be valid or vest any interest in the assignee until the same is approved in writing by the Department.

(E) Assignments of state leases may be made on any assignment form in general use in the oil and gas industry and may convey a subdivision.

(F) All assignments presented for approval which are subject to other agreements must be accompanied by a copy of such other agreement.

(G) Assignments or grants of overriding royalty do not require approval of the Department.

(13) All lease forms used in the sale of oil and gas leases shall be provided by the Department upon request.

(14) Nothing in these rules and regulations shall be construed as excepting lessees from other applicable state and federal laws, and receipt of certification of non-compliance from responsible agencies may result in the suspension of the lease.

(15) The lessee shall be liable for violation of any of the provisions herein set forth and shall make full restitution to the Department for such damages. Such damages shall be determined by the Department with the assistance of other agencies of state government.

(16) The lessee may be required to screen the mineral operation from access or viewing of the public. Such screening may include, but is not limited to fencing, berms, painting of the equipment or other actions as identified by the Department.

[Source: Added at 20 Ok Reg 2645, eff 6-4-03 through 7-14-04 (emergency)<sup>1</sup>; Added at 22 Ok Reg 2659, eff 7-11-05 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**Editor's Note:** <sup>1</sup>*This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective.*

*Therefore, on 7-15-04 (after the 7-14-04 expiration of this emergency action), Section 735:30-23-4 was no longer effective, and remained as such until added by permanent action on 7-11-05.*

**725:30-23-5. Damages and fees**

(a) At properties where mineral operations are desired, but the Department may or may not be the owner of mineral interests, the Department shall establish the means for evaluating the damage that occurs as a result of the operation and shall set fees attributable to the mineral operation.

(b) Mineral exploration related fees that shall be established by the Executive Director shall include the following:

- (1) Permit fee up to five hundred dollars (\$500.00).
- (2) Monitoring fee up to five hundred dollars (\$500.00).
- (3) Roadway easement up to two thousand dollars (\$2,000.00) per acre; Use of existing Department road up to one thousand dollars (\$1,000.00) per mile per year.
- (4) Well site up to two thousand dollars (\$2,000.00) per acre.
- (5) Tank and batteries up to two thousand dollars (\$2,000.00) per acre if separators and related production facilities are located at other than the well site; if at same location up to five hundred dollars (\$500.00) per acre.
- (6) Use of water - from lakes or ponds there is a minimum of one hundred dollars (\$100.00) per day or two dollars (\$2.00) per one thousand (1,000) gallons. Drilling of a water well will be up to one thousand dollars (\$1,000.00).
- (7) Pipelines shall be assessed based on a fifty (50) feet minimum width at up to two thousand dollars (\$2,000.00) per acre of right of way for buried pipeline for gas or freshwater; five thousand dollars (\$5,000.00) per acre of right of way for buried pipelines for oil or salt water. Above ground pipelines will not be allowed, except temporary fresh water lines during drilling or well servicing at up to five hundred dollars (\$500.00) per mile.
- (8) Seismograph work shall be assessed based on a twenty-five (25) feet minimum width at up to two thousand dollars (\$2,000.00) per acre of land surveyed.
- (9) Timber damage fees will be assessed in accordance with the actual type and number of trees damaged or removed. The expertise of state agency professionals in the appropriate field shall be utilized to assess the cost/fee associated with such damage.
- (10) Other damages not specifically identified that may occur at a mineral exploration site shall be assessed based on the actual damage in the area. The expertise of state agency professionals in the appropriate field shall be utilized to assess the cost/fee associated with such damage.

[Source: Added at 20 Ok Reg 2645, eff 6-4-03 through 7-14-04 (emergency)<sup>1</sup>; Added at 22 Ok Reg 2659, eff 7-11-05 ; Amended at 38 Ok Reg 2557, eff 9-11-21 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**Editor's Note:** <sup>1</sup> *This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency action enacting a new Section, the Section is no longer effective. Therefore, on 7-15-04 (after the 7-14-04 expiration of this emergency action), Section 735:30-23-5 was no longer effective, and remained as such until added by permanent action on 7-11-05.*

## **SUBCHAPTER 24. GOLF**

### **725:30-24-1. Prohibitions**

Except as otherwise provided in this section, the following is prohibited in state parks:

- (1) Using a golf course or any portion thereof without having paid prescribed fees in advance except when so authorized by the golf course manager.
- (2) Operating a golf cart in a reckless or otherwise careless or wanton manner without due regard for the safety of persons or property.
- (3) Rental and use of golf cart by any person without a valid drivers license.
- (4) A golf cart rented from a golf course and operated outside the course's boundaries is to be operated in conformance with OAC 725:30-28-4.
- (5) Operating a golf cart beyond passenger or occupancy capacity limits set forth by the manufacturer.
- (6) Failing to return a rental golf cart by sunset.
- (7) Participating in a game of golf without a set of golf clubs for each person.
- (8) Possessing a pet except as defined in OAC 725:15-17-2.
- (9) Glass containers of any kind except when authorized by the golf course manager.
- (10) Allowing children under the age of twelve (12) upon any portion of the golf course without a parent or guardian who is eighteen (18) years of age or older.
- (11) Carrying or possessing personal golf equipment in a golf pro shop.
- (12) Wearing inappropriate clothing, or the absence of required clothing apparel inside the golf pro shop. Such requirements shall be set forth by the golf course manager and posted at the entrance of the golf pro shop.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 22 Ok Reg 2654, eff 7-11-05 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 26. VEHICLES AND TRAFFIC SAFETY**

### **725:30-26-1. Applicability and scope**

The rules in this Subchapter apply to operation of motor vehicles within Department owned, operated, or leased properties, unless specifically addressed in state law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-26-2. State law applicability [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-26-3. Authorized emergency vehicles**

(a) The operator of an authorized emergency vehicle when responding to an emergency or when pursuing or apprehending an actual or suspected violator of the law, may:

- (1) Disregard traffic controls.
- (2) Exceed the speed limit.
- (3) Obstruct traffic.

(b) The provisions of subsection (a) of this section do not relieve the operator from the duty to operate with due regard for the safety of persons or property.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

### **725:30-26-4. Reporting motor vehicle accidents**

(a) The operator of a motor vehicle involved in an accident resulting in property damage, personal injury or death shall report the accident to the Manager, Ranger, any other law enforcement officer as soon as practicable, but within twenty-four (24) hours of the accident. If the operator is physically incapable of reporting the accident, an occupant of the vehicle or next of kin of the injured operator shall report the accident.

(b) A person shall not tow or move a vehicle that has been involved in an accident without first notifying the Manager, Ranger, or any other law enforcement officer unless the position of the vehicle constitutes a hazard or prior notification is not practicable, in which case notification shall be made before a vehicle is removed from the park unit.

(c) Failure to comply with a reporting requirement specified in subsection (a) or (b) of this section is prohibited.

(d) The notification requirements imposed by this section do not relieve the operator and occupants of a motor vehicle involved in an accident of the responsibility to satisfy reporting requirements imposed by state law.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-26-5. Park road designation**

The following is prohibited in state parks:

- (1) Operating a motor vehicle off of designated park roads, parking areas and routes except when so designated.

- (2) Operating a motor vehicle not equipped with pneumatic tires except by Permit from the Manager.
- (3) Operating a motor vehicle in a manner that causes unreasonable damage to the surface of a park road.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-26-6. Load, weight and size limits**

(a) Vehicle load, weight and size limits established by state law apply to a vehicle operated on a park road. However, the Manager may designate more restrictive limits when appropriate for traffic safety or protection of the road surface. The Manager may require a Permit and establish conditions for the operation of a vehicle exceeding designated limits.

(b) The following is prohibited when operating a vehicle on a park road:

- (1) Operating a vehicle that exceeds a load, weight or size limit designated by the Manager.
- (2) Failing to obtain a Permit when required.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-26-7. Traffic control devices**

Failure to comply with the directions of a traffic control device is prohibited unless otherwise directed by the park manager or park ranger.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-26-8. Obstructing traffic**

The following is prohibited in state parks:

- (1) Stopping or parking a vehicle upon a park road, except as authorized, or in the event of an accident or other condition beyond the control of the operator.
- (2) Operating a vehicle so slowly as to interfere with the normal flow of traffic.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-26-9. Open container of alcoholic beverage [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-26-10. Right of way**

An operator of a motor vehicle or bicycle in a state park shall yield the right of way to pedestrians, saddle or pack animals. Failure to yield the right of way is prohibited.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-26-11. Speed limits**

(a) Park unit speed limits are as follows:

(1) Fifteen miles per hour (15 mph): within all campgrounds, picnic area, parking areas, utility areas, business, cabin, lodge or residential areas, and any other places of public assemblage.

(2) Twenty-five miles per hour (25 mph): upon section of park road under construction.

(3) Forty-five miles per hour (45 mph): upon all other roads except when such road is considered under the control and jurisdiction of the Oklahoma Department of Transportation and such speed limits are designated by that agency.

(b) The Director may designate a different speed limit upon any park road when a speed limit set forth in subsection (a) of this section is determined to be unreasonably unsafe, or inconsistent with the purposes for which the park area was established.

(c) Speed limits shall be posted by using standard uniform traffic control devices in accordance with the United States Department of Transportation.

(d) Operating a vehicle at a speed in excess of the posted limit is prohibited.

(e) Park rangers may utilize radiomicrowaves or other electrical devices to determine the speed of a vehicle on a park road. Signs indicating that vehicle speed is determined by the use of such radiomicrowaves or other electrical devices are not required.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-26-12. Unsafe operation**

(a) The elements of this section constitute offenses that are less serious than reckless driving. The offense of reckless driving is defined by state law and violations are prosecuted pursuant to Subchapter 2 of this Chapter.

(b) The following are prohibited in state parks:

(1) Operating a motor vehicle without due care or at a speed greater than that which is reasonable and prudent considering wildlife, traffic, weather, road and light conditions and road character.

(2) Operating a motor vehicle which unnecessarily cause its tires to squeal, skid or break free of the road surface.

(3) Failing to maintain that degree of control of a motor vehicle necessary to avoid danger to persons, wildlife and property.

(4) Operating a motor vehicle while allowing a person to ride:

(A) On or within any vehicle, trailer or other mode of conveyance towed behind the motor vehicle unless specifically designed for carrying passengers while being towed.

(B) On any exterior portion of the motor vehicle not designed or intended for use of a passenger. This restriction does not apply to a person seated in the bed of a truck that is equipped with sides.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-26-13. Bicycles**

Every person riding a bicycle upon a state park roadway shall be granted all the rights and shall be subject to all of the duties applicable to the driver of a vehicle except as defined by the special regulations in this section [47:Article XII].

- (1) A person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto.
- (2) No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped.
- (3) No person riding upon any bicycle, coaster, roller skates, sled or toy vehicle shall attach the same or himself to any vehicle upon a roadway.
- (4) Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
- (5) Persons riding bicycles upon a roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.
- (6) Wherever a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path and shall not use the roadway.
- (7) No person operating a bicycle shall carry any package, bundle or article which prevents the driver from keeping at least one hand upon the handle bars.
- (8) Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least five hundred (500) feet to the front and with a red reflector on the rear of a type approved by the Department which shall be visible from all distances from fifty (50) feet to three hundred (300) feet to the rear when directly in front of lawful upper beams of head lamps on a motor vehicle. A lamp emitting a red light visible from a distance of five hundred (500) feet to the rear may be used in addition to the red reflector.
- (9) Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-26-14. Off-road vehicles**

(a) Off-road vehicles, when operated within designated off-road vehicle areas, shall operate such vehicles in a reasonable and prudent manner which provides for the safety and protection of the operator, wildlife, park resources, and the general public. Operating an off-road vehicle in an unreasonable or imprudent manner or without the proper equipment as defined in subsection (b) of this section may result in the suspension

or revocation of off-road vehicle area use privileges.

(b) The following equipment is required for off-road vehicles operation in designated areas:

(1) The vehicle will have a whip, which is any pole, rod, antenna, etc., that is securely mounted on the vehicle and which extends at least ten (10) feet from the surface of the ground to the end of the whip. In addition, when the vehicle is stopped, the whip shall be capable of standing upright when supporting the weight of any flags attached thereto. Lake Murray ATV area is exempt from this section.

(2) At least one whip attached to the vehicle shall have a flag that is solid bright orange in color and that is at least six (6) inches by twelve (12) inches in size. The flags must be within ten (10) inches of the tip of the whip and may be of triangular, square, or rectangle shape. Club or other flags may be mounted below the above flag or on a second whip. Lake Murray ATV area is exempt from this section.

(3) Each 4 wheel vehicle equipped with bench or bucket seats must be equipped with adequate roll bars or roll structure or sufficient strength to support the vehicle weight.

(4) Each 4 wheel vehicle shall be equipped with a seat and seat belt for the vehicle operator and each passenger, except a 4 wheel cycle equipped with a seat that must be straddled by the operator and passenger shall not require seat belts. Each 2, 3, and 4 wheel cycle shall have a seat for the vehicle operator and each passenger.

(5) For operation at nighttime, every vehicle shall be equipped with at least one headlamp emitting a white light visible from a distance of not less than two hundred (200) feet to the front and at least one tail lamp emitting a red light visible not less than two hundred (200) feet to the rear. For the purposes of this section, "nighttime" is defined as one-half (½) hour after sunset to one-half (½) hour before sunrise.

(6) All Utility Vehicles operating as a tagged and licensed vehicle through the Oklahoma Tax Commission or similar out-of-state state licensing entity shall comply with all applicable state and local laws while operating such vehicles on roadways.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 24 Ok Reg 2419, eff 6-25-07 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-26-15. Use of golf carts and utility vehicles**

(a) Use of golf carts in state parks by persons with physical disabilities is authorized in 47 O.S. §1116.2 which establishes provisions for such use. The Manager shall use discretion in allowing vehicle use by persons with qualified disabilities and shall provide a Permit for such use as necessary and appropriate.

(b) Other persons may use golf carts and utility vehicles in certain designated state parks or areas within state parks, as identified by the Director, based on staff recommendation. Safety shall be the primary but

not the sole determiner of areas where golf cart and utility vehicle use is allowed.

(c) A Permit shall be required for the use of golf carts and utility vehicles and a fee may be charged for issuance of the golf cart or utility vehicle use Permit. Permits are only valid for the specific locations for which they are issued. [74:2220]

(d) Operation of golf carts and utility vehicles may only occur as follows:

- (1) Within the boundary of a designated state park;
- (2) During daylight hours;
- (3) On roadways with a posted speed limit of twenty-five miles per hour (25 mph) or less; and
- (4) The permitted operator shall possess a valid driver license.

(e) A vehicle that would otherwise be viewed as a golf cart or utility vehicle but is licensed and tagged as street legal vehicle shall be treated as such may only operate in areas where vehicles are allowed. Such vehicles shall not require a special Permit.

[Source: Added at 29 Ok Reg 1820, eff 10-10-12 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

## **SUBCHAPTER 28. PARK SECURITY AND LAW ENFORCEMENT**

### **725:30-28-1. Park ranger - powers, authority and appointments [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-28-2. Primary authority and jurisdiction [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

### **725:30-28-3. Other agencies having authority - reporting requirements**

- (a) In conformance with state law, other law enforcement officers shall have authority within state parks.
- (b) Unless otherwise provided by law, all other law enforcement officers, defined as having jurisdiction in state parks shall be required to report all offenses, violations or accidents which are defined as reportable by the Uniform Crime Report or any other rules set forth in this Chapter to the Ranger within ten (10) days after such offenses, violations or accidents were investigated within the park system by such officer.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-28-4. Provision of Title 47 - application to park roads**

- (a) For the purposes of this section park roads shall mean all roads, parking areas, streets and highways or any public access thoroughfares where motor vehicle traffic is authorized and regulated in a park unit.
- (b) The provisions of Title 47 of the Oklahoma Statutes shall be applicable to all park roads defined in subsection (a) of this section.

[Source: Added at 10 Ok Reg 3235, eff 6-25-93]

#### **725:30-28-5. Park ranger applicants - requirements [REVOKED]**

[Source: Added at 10 Ok Reg 3235, eff 6-25-93 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

### **SUBCHAPTER 29. LODGE OPERATIONS**

#### **725:30-29-1. Purpose**

The rules of this Subchapter have been adopted for the purpose of complying with the provisions of the Administrative Procedures Act, 75 O.S., Section 250 et seq. This Subchapter applies specifically to the operation of state lodges.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06]

#### **725:30-29-2. Definitions**

The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

**"Benchmarks"** means standards of satisfactory performance.

**"Commodities"** means foods, beverages, gift shop merchandise, and other items bought and resold.

**"Deposit"** means a charge equal to the first night's rate to be applied to the last night of the reservation. A deposit may be in the form of cash, check or properly authorized and processed credit card.

**"Function"** means a banquet, a meeting space use, a golf tournament or other similar use.

**"Group with overnight accommodations"** means a block of 20 accommodations or 30% of total accommodations; or for smaller properties 10 accommodations or 15% of total accommodations with a scheduled function.

**"Improved financial condition"** means the financial results of an activity, a change in rates or fees, or any other event that increases revenues or reduces expenditures, the net result of which improves the financial condition of the Division or facility in the current or succeeding fiscal years.

**"Lodge division revenues"** means the gross revenues from all sales of products and services of all Lodge operations combined.

**"New accommodation"** means a lodging or use types that may arise in addition to those currently covered in Division rules. New accommodations may be treated as an existing accommodation category such as cabins, shelters, group camps, lodges or other accommodations

as determined by the Director.

**"Reservation Fee"** means a non-refundable fee charged to a customer for making a reservation using the Oklahoma State Parks Reservation website.

**"Services"** means, but is not limited to, waiting on restaurant and banquet customers, baggage handling, setting-up and cleaning-up after banquet functions, and catering of meals.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-29-3. Use of Public Space**

(a) Identification of public space available for group use may include, but not be limited to, the following:

- (1) Lobby
- (2) Dining room
- (3) Swimming pool area
- (4) Parking lot
- (5) Patio area
- (6) Tennis court

(b) At his/her discretion, the lodge manager will make the decision to provide a group this privilege. The Manager will also make a reasonable effort to provide guests not a part of the group with equal accommodations.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

### **725:30-29-4. Accepting reservation requests**

The Division will accept requests and make reservations at state lodges as follows:

- (1) Individual reservations shall be accepted up to eleven (11) months in advance. When request for a reservation is made by an individual, a deposit is required before a reservation can be confirmed.
- (2) Group reservations with overnight accommodations may be accepted more than one (1) year in advance of requested date with approval from the Manager or the Director if there is reason to believe that it would result in an improved financial condition.
- (3) When a block of several rooms is requested for a group, a group reservation agreement shall be signed by an authorized person representing the group may be substituted in place of a deposit in order to confirm the reservations.
- (4) When a deposit is not received or a contract is not returned in accordance with procedures established, the reservation may be cancelled without further notice and the accommodations may be made available to other customers.
- (5) When market demand exists and there is reason to believe improved financial condition will result, reservations may be restricted to those of two (2) days or more.

(6) Group reservations for meeting room space may be accepted without reserving overnight accommodations no more than sixty (60) days in advance of the requested date without specific approval from the manager or the Director or Executive Director. Acceptance of such reservations may be declined if there is reason to believe that the department's financial condition may be adversely affected.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-29-5. Setting rates for guest rooms, meeting rooms and other public space**

- (a) The Executive Director and the Director shall periodically approve and appropriately publish rates and fees for rental of guest rooms, meeting rooms, banquet rooms, and other public space rendered by the Division to the general public.
- (b) Such rates and fees will be based on the following considerations:
- (1) The amount determined that will result in improved financial condition for the Division, and
  - (2) The rates and fees for similar services then prevailing in the State of Oklahoma.
- (c) The Division will maintain printed rate sheets to be made available upon request. Requests may be made to the Park facility or to the Department at its Oklahoma City headquarters.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

#### **725:30-29-6. Special rates and promotional discounts**

- (a) Individuals sixty-two (62) years or older (and their spouse if using it together) may be offered a special rate for a guest room or cottage providing they identify themselves as senior citizens and the request is made prior to use. This special rate may be restricted during periods of heavy demand.
- (b) Individuals who have been certified as totally disabled under state or federal law, may be offered a special rate providing request is made prior to use of the guest room or cottage. This special rate may be restricted during periods of heavy demand.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 27 Ok Reg 2586, eff 7-25-10 ; Amended at 35 Ok Reg 2130, eff 10-1-18 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

#### **725:30-29-7. One-time sales**

In addition to normal rental rates, a fee of ten percent (10%) of gross sales will be charged when Lodge facilities are used for the sale of any product or commodity to the general public.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-29-8. Setting price and fees for commodities and services provided by lodges**

(a) The Executive Director and the Director shall periodically approve and appropriately publish a schedule of rates for all regularly offered items. In addition, fees will be established for any common service rendered by the state lodges such as, but not limited to, baggage handling and set-up and clean-up charges.

(b) Such rates and fees will be based on the following considerations:

(1) The amount determined that will result in improved financial condition for the Division, and

(2) The prices, fees, or other charges for similar commodities and services then prevailing in the State of Oklahoma.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22]

**725:30-29-9. Application of prices, charges and fees for commodities and services provided by lodges [REVOKED]**

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-29-10. Specials [REVOKED]**

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

**725:30-29-11. Promotional discounts [REVOKED]**

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Amended at 39 Ok Reg 2327, eff 9-11-22 ; Revoked at 41 Ok Reg, Number 23, effective 11-1-24]

**725:30-29-12. Individual credit at state lodges**

(a) No credit will be extended to an individual guest except by use of a valid credit card accepted by the Lodge.

(b) Exceptions may be made only with the specific approval of the Executive Director or the Director of Administrative Services.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06]

**725:30-29-13. Group credit at state lodges**

(a) All requests for group credit will include amount of credit requested, billing information, bank, and other credit references.

(b) Any request shall require approval of the Executive Director or Director of Administrative Services.

(c) A list of active accounts will be maintained. Any account that has not been satisfactorily used within one year shall be dropped. A new request and approval will be required to reinstate.

(d) Any time a group (or individual) that is extended credit does not make full payment within 90 days or within terms arranged, they will be deleted from approved list and no further credit will be approved without approval of the Executive Director.

[Source: Added at 23 Ok Reg 2012, eff 6-11-06]

**725:30-29-14. Confidentiality of guest records [REVOKED]**

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 39 Ok Reg 2327, eff 9-11-22]

**725:30-29-15. Guidelines on smoking in state lodges [REVOKED]**

[Source: Added at 23 Ok Reg 2012, eff 6-11-06 ; Revoked at 35 Ok Reg 2130, eff 10-1-18]

## APPENDIX A. SYMBOLS USED FOR STATE PARK SYSTEM SIGNS

Figure 1

(a) General Symbols



AREA WHERE FIREARMS ARE PERMITTED.



AREA WHERE PETS UNDER PHYSICAL CONTROL PERMITTED.



AREA WHERE SMOKING IS PERMITTED.



ENVIRONMENTAL STUDY AREA OR SPECIAL ENVIRONMENTAL PROGRAM AREA



ROADWAY OR OTHER FACILITY WHERE AUTOMOBILES PERMITTED.



MULTIPLE USE TRAIL - YIELD SIGN



AREA OF FALLING ROCKS.



LOCATION OF A DAM.



DRINKING WATER.



FISH HATCHERY.



AREA WHERE DEER ARE FREQUENT AND MIGHT BE VIEWED BY VISITORS.



VISITOR INFORMATION.



RANGER STATION OR ADMINISTRATIVE OFFICE.



ROAD CROSSING PERMITTED.

Figure 2

(b) Accommodations or Service Symbols



PUBLIC OVERNIGHT ACCOMMODATIONS (HOTEL, LODGE, MOTEL, ETC.)



RESTAURANT, CAFETERIA, SNACK SHOP, LUNCHROOM.



GROCERIES, FOOD OR CAMP STORE.



MEN'S RESTROOM.



RESTROOMS FOR BOTH MEN AND WOMEN.



WOMEN'S RESTROOM.



FIRST AID STATION.



PUBLIC TELEPHONE.



U.S. POST OFFICE.



AUTOMOBILE OR BOAT REPAIRS.



FACILITY FOR THE PHYSICALLY HANDICAPPED.



AIRPORT OR LANDING STRIP



LOCKED STORAGE.



BUS OR TOUR VEHICLE STOP



GAS STATION OR GAS DOCK.



AREA WHERE PARKING OF MOTOR VEHICLES PERMITTED.



SHOWER FACILITY.



OBSERVATION POINT FROM WHICH SCENIC AND HISTORIC AREAS CAN BE SEEN OR PHOTOGRAPHED.



TRAIL SLEEPING SHELTERS.



AREA WHERE PUBLIC CAMPING PERMITTED.



PICNIC SHELTER

Figure 3



AREA WHERE TRAILERS  
OR TRAILER CAMPING  
PERMITTED.



TRAILER SANITARY  
STATION FOR DUMPING  
WASTE FROM HOLDING  
TANKS.



AREA WHERE CAMPFIRES  
PERMITTED.



TRAIL SHELTER, PROVID-  
ING SOME PROTECTION  
FROM THE WEATHER.



AREA WHERE PICNICING  
PERMITTED.



KENNEL FOR PETS.

Figure 4

(c) Water Recreation Symbols



WATER RECREATION AREA, OR BOAT DOCK,  
HARBOR, BOAT SLIPS, OR  
BOAT MARINA.



RAMP WHERE BOAT  
LAUNCHING PERMITTED.



AREA WHERE MOTOR-  
BOATS AND MOTOR  
VESSELS PERMITTED.



AREA WHERE SAILBOATS  
ARE PERMITTED.



AREA FOR HAND  
PROPELLED VESSELS  
(ROW BOATS, CANOES,  
KAYAKS.)



AREA WHERE WATER SKIING PERMITTED.



AREA WHERE SCUBA  
DIVING PERMITTED.



AREA WHERE SWIMMING  
PERMITTED.



AREA WHERE DIVING  
PERMITTED.



FISHING PERMITTED.

Figure 5

(d) Land Recreation Symbols



TRAIL OR AREA WHERE  
HORSE RIDING PERMITTED



TRAIL WHERE MOTOR-  
CYCLES PERMITTED.



TRAIL OR ROAD WHERE  
BICYCLES PERMITTED.



TRAIL WHERE OFF-ROAD  
RECREATION VEHICLES  
PERMITTED.



HIKING TRAIL.



PLAYGROUND FOR  
CHILDREN.



AMPHITHEATER, CAMP,  
FIRE CIRCLE OR OTHER  
ASSEMBLY POINT WHERE  
PROGRAMS ARE PRESENTED.



AREA WHERE HUNTING  
PERMITTED.



HORSE OR MULE STABLE.



INTERPRETIVE TRAIL.

Figure 6

(e) Prohibition Slash Symbol



THE ABOVE SYMBOLS  
BY ASTERICKS  
WHEN DISPLAYED WITH A  
RED SLASH SUPERIM-  
POSED OVER THE  
SYMBOL INDICATES  
THE ACTIVITY IS  
PROHIBITED. THE  
DESIGN AND FORM OF  
SUCH A SLASH IS HERE  
PICTURED.

## APPENDIX B. FEES FOR STATE PARK PERMITS

| Permit Type       | Fee                   |
|-------------------|-----------------------|
| Commercial Permit | 10% of gross receipts |
| Event Permit      | \$50                  |
| Use Permit        | \$25                  |

[Source: Added at 42 Ok Reg, Number 20, effective 7-11-25]

## **CHAPTER 35. THE OKLAHOMA FILM AND MUSIC OFFICE [TRANSFERRED]**

**Editor's Note:** *Effective 7-1-21, the rules in this Chapter were transferred to the Department of Commerce [OAC 150:150]. Pursuant to Senate Bill 949 (2021), "...all administrative rules promulgated by the Oklahoma Tourism and Recreation Department regarding the Oklahoma Film and Music Office shall be transferred to and become a part of the administrative rules of the Oklahoma Department of Commerce" [Senate Bill 949 (2021), Section 1(E)]. As directed by SB 949, an Editor's Notice was published in the Oklahoma Register [see 39 Ok Reg 141], announcing the transfer of the rules from this Chapter and identifying the new location of the transferred rules. For additional information relating to this transfer, see Senate Bill 949 (2021).*

[Authority: 74 O.S., § 2204]

[Source: Codified 7-25-02]

### **SUBCHAPTER 1. OKLAHOMA FILM ENHANCEMENT REBATE PROGRAM [TRANSFERRED]**

#### **725:35-1-1. Purpose [TRANSFERRED]**

[Source: Added at 19 Ok Reg 943, eff 3-15-02 (emergency); Added at 19 Ok Reg 2814, eff 7-25-02 ; Amended at 23 Ok Reg 2021, eff 6-11-06 ; Amended at 27 Ok Reg 2601, eff 7-25-10 ; Amended at 37 Ok Reg 529, eff 12-20-19 (emergency); Amended at 37 Ok Reg 2259, eff 9-11-20 ; Transferred to 150:150-3-1 by SB 949 (2021), eff 7-1-21 (Editor's Notice published at 39 Ok Reg 141)]

#### **725:35-1-2. Definitions [TRANSFERRED]**

[Source: Added at 19 Ok Reg 943, eff 3-15-02 (emergency); Added at 19 Ok Reg 2814, eff 7-25-02 ; Amended at 23 Ok Reg 2021, eff 6-11-06 ; Amended at 27 Ok Reg 2601, eff 7-25-10 ; Amended at 37 Ok Reg 529, eff 12-20-19 (emergency); Amended at 37 Ok Reg 2259, eff 9-11-20 ; Transferred to 150:150-3-2 by SB 949 (2021), eff 7-1-21 (Editor's Notice published at 39 Ok Reg 141)]

#### **725:35-1-3. Program requirements and qualification [TRANSFERRED]**

[Source: Added at 19 Ok Reg 943, eff 3-15-02 (emergency); Added at 19 Ok Reg 2814, eff 7-25-02 ; Amended at 20 Ok Reg 1363, eff 5-27-03 ; Amended at 23 Ok Reg 2021, eff 6-11-06 ; Amended at 27 Ok Reg 2601, eff 7-25-10 ; Amended at 37 Ok Reg 529, eff 12-20-19 (emergency); Amended at 37 Ok Reg 2259, eff 9-11-20 ; Transferred to 150:150-3-3 by SB 949 (2021), eff 7-1-21 (Editor's Notice published at 39 Ok Reg 141)]

#### **725:35-1-4. Qualifying Oklahoma Expenditures [TRANSFERRED]**

[Source: Added at 19 Ok Reg 943, eff 3-15-02 (emergency); Added at 19 Ok Reg 2814, eff 7-25-02 ; Amended at 37 Ok Reg 529, eff 12-20-19 (emergency); Amended at 37 Ok Reg 2259, eff 9-11-20 ; Transferred to 150:150-3-4 by SB 949 (2021), eff 7-1-21 (Editor's Notice published at 39 Ok Reg 141)]

#### **725:35-1-5. Oklahoma Expatriate Crew Program [TRANSFERRED]**

**[Source:** Added at 19 Ok Reg 943, eff 3-15-02 (emergency); Added at 19 Ok Reg 2814, eff 7-25-02 ; Amended at 23 Ok Reg 2021, eff 6-11-06 ; Amended at 27 Ok Reg 2601, eff 7-25-10 ; Amended at 37 Ok Reg 529, eff 12-20-19 (emergency); Amended at 37 Ok Reg 2259, eff 9-11-20 ; Transferred to 150:150-3-5 by SB 949 (2021), eff 7-1-21 (Editor's Notice published at 39 Ok Reg 141)]