



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	June 8, 2026
<b>Department:</b>	Recreation
<b>Presenter:</b>	Wendy Taavola, Director

## Staff Report

### Agenda Item Title:

Gladstone Bay Campground Policies and Procedures

### Background:

While programming the new online Recreation Management site, there became a need to update the policies and procedures for the Gladstone Bay Campground. Major updates include modernizing the reservation procedure to payment in full at the time of reservation, and the addition of a formal cancellation policy.

At the May 11, 2026 Commission meeting, a request was made to include a provision allowing for a prorated refund for guests who must leave due to an emergency. This addition is shown in the highlighted section of the document.

### Fiscal Effect:

Unknown

### Supporting Documentation:

Gladstone Bay Campground Policies and Procedures

### Recommendation:

The Recreation Advisory Board and the department recommend adopting these updated policies and procedures for the campground.