



WILLOW GROVE PARK RULES & REGULATIONS

Adopted On: November 22, 2022

Purpose: The Willow Grove Park is owned, operated, and managed by the Port of Longview as a community amenity. This policy establishes rules, regulations, and procedures for uses of the park, boat launch, events, security services, trespass, and donations/volunteer work.

The Willow Grove Park is located along the Columbia River in Cowlitz County, Washington, and is open all year from sunrise to sunset, providing public beach access, picnic areas, walking trails and limited beach access for vehicles. To reserve a pavilion or check availability, please see our online reservation system located on the Park's website at www.portoflongview.com.

The Willow Grove Boat Launch is open 24 hours and includes parking and four lanes for launching.

As noted with the "*" symbol, the Port of Longview allows certain other activities at the Park by Event Permit only.

A. General Rules and Regulations for Willow Grove Park and the Boat Launch Area:

1. Copies of all Park Rules and Policies are available at the Port office, the Port's website or at the Park kiosk.
2. Patrons are required to comply with all Park and Boat Launch rules and policies, and obey all signage.
3. Anyone visiting or using the Park or Boat Launch does so at their own risk. The Port does not assume any responsibility or liability for the loss or damage to property or injuries to persons within the Park or Boat Launch area.
4. All vehicles, boat trailers, and RVs shall remain on designated roads and authorized beach access areas. Vehicles parked in areas other than in designated parking areas or on roads and authorized beach access areas may be towed at the owner's expense pursuant to towing signage required by RCW 46.55.070.
5. All vehicles, boat trailers and RVs left in the Boat Launch parking lot over a continuous 24-hour period without Port permission may be subject to towing at the owner's expense.
6. The speed limit for both motorized and non-motorized vehicles is 10 mph.
7. Designated emergency vehicle lanes and fire lanes must remain unobstructed at all times.
8. Watercraft users must adhere to the NO WAKE and speed limit signage.
9. Refueling watercraft at the Park, Boat Launch area or over water is allowed, but under federal law (the Oil Pollution Act of 1990 and the Clean Water Act), it is illegal to discharge any petroleum product into the water. By law, any oil or fuel spill that leaves a sheen on the water must be reported to the Washington Emergency Response at 1-800-258-5990 and the National Response Center at 1-800-424-8802. The person causing the fuel spill will be responsible for any environmental damage and associated costs caused by the fuel spill.
10. Patrons shall refrain from loud or noisy disturbances that unreasonably interfere with the enjoyment of the Park and Boat Launch area by others.
11. A planned gathering of more than fifty (50) individuals in the Park or Boat Launch area requires an Event Permit.
12. Pets:
 - a. Dogs are to remain on leash at all times.
 - b. Horses are allowed only in designated areas (see map at Park kiosk)
 - c. Pet owners shall clean up after their pet(s) and dispose of the waste properly.
13. The following activities are **PROHIBITED**:
 - a. No discharge of firearms.

- b. No public consumption of alcoholic beverages, cannabis or illegal drugs.
- c. No fireworks.*
- d. No overnight camping.*
- e. No overnight parking (including vehicles or trailers).
- f. No fires or open flames outside of designated barbeque locations.
- g. No off-road motor vehicles in non-motorized areas.
- h. No smoking or vaping within the Park or Boat Launch area.
- i. No vehicle, RV or boat maintenance activities within the Park or Boat Launch area.
- j. No removal of large woody debris from the Park or beach area without authorization from the Port of Longview.
- k. No littering.

B. Boat Launch

1. Staging & Launching

- a. Patrons must obey all applicable signage for traffic, launching, staging, and parking.
- b. Launching or loading boats on ramp is limited to 10 minutes.
- c. Staging boats in the designated area is limited to 15 minutes.
- d. Prior approval from Port staff is required if launching, loading, or staging will exceed the time limits listed above.

2. Emergency Response

- a. Public emergency response vehicles and vessels take priority in in all areas of the Park and Boat Launch area.

C. Park Security & Trespass Notice

1. Security provisions for the Willow Grove Park facility are outlined below for the health, safety welfare, and benefit of Park visitors.

- a. The Cowlitz County Sheriff's Office may provide routine uniformed armed patrols of the Park and respond to calls for policing services, and may exercise its authority under the law to enforce any laws or regulations. This policy is not intended to affect any existing authority of law enforcement.
- b. Any suspicious, unsafe or life-threatening conditions that are observed by Port staff or the Park Host may be reported to Port management, local law enforcement, contract security services, or emergency services as appropriate.
- c. Surveillance cameras may be utilized in the Park and Boat Launch area for safety and security purposes.

2. Standard for Issuance of Trespass Notice

- a. Activities listed in this section may be grounds for immediate removal by the Sheriff's Office or an authorized Port staff member. The Port reserves the right to determine the length of the exclusion, and whether those excluded will be allowed back into the Park
- b. Port staff may issue the Trespass Notice in the form attached to this Policy for any one of the following reasons if a Park patron:
 - 1. has violated, or through his or her actions or behavior, intends to violate any state, local, or federal regulation, law, or ordinance.
 - 2. has disrupted, or through his or her actions or behavior, intends to disrupt the enjoyment of the Park by others.
 - 3. has harassed, or through his or her actions or behavior, intends to harass or otherwise interfere with others
 - 4. has injured himself, herself or others, or through his or her actions or behavior, intends to injure himself, herself or others, or otherwise takes actions which place persons or Port property in peril.

5. has damaged, defaced, or destroyed Port property, or through his or her actions or behavior, intends to damage, deface, or destroy Port property.
6. has violated Park rules.
7. has failed to comply with public health or safety rules or orders.

c. Procedures

1. If any of the above behavior has occurred, or if in the judgment of Port staff will imminently occur, then Port staff may take the following actions:
 - a) For non-emergencies, Port staff will first provide a warning to the Park patron to immediately cease the prohibited behavior.
 - b) If the behavior does not cease, Port staff will issue and deliver a completed Trespass Notice and demand that the Park patron immediately leave the Park.
 - c) If the Park patron refuses to leave the Park, or the behavior involves actual or threatened life-threatening actions or significant property damage, Port staff will contact the sheriff's office and request removal of the Park patron after providing the sheriff's deputy with a copy of the Trespass Notice. The sheriff's deputy upon receipt of the Trespass Notice will determine whether to take further action.
2. Port staff must keep a log of all warnings, notices, sheriff calls, and appeals occurring under this policy and listing the prohibited behavior.

d. Duration of Expulsion

1. Port staff will use their best judgment to determine the length of expulsion for a violation under this policy but will be guided by the following ranges:
 - a) Violation of Park rule: up to one (1) year expulsion
 - b) Repeat offenses: indefinite expulsion

e. Appeals Process

1. Any patron served with a Trespass Notice may appeal the notice by submitting a written appeal to:

Director of Facilities and Engineering
Port of Longview
10 International Way
Longview, WA 98632
2. The appeal must be filed within seven (7) calendar days of receipt of the Trespass Notice by the appellant.
3. The appeal must include a copy of the Trespass Notice and state the reasons for the appeal.
4. The Port will schedule a hearing on the appeal within thirty (30) days from receipt of a timely appeal notice.
5. The appeal will be heard and decided by the Director of Facilities and Engineering. An appellant may file an additional appeal on the record, without a hearing, to the Port's Chief Executive Officer at the address in Section C.2.e within seven (7) days of the decision by the Director of Facilities and Engineering. In any appeal, the Port's authorized decision maker will determine whether the violation in the notice occurred and whether there are any mitigating circumstances to eliminate or reduce the number of days the appellant is excluded from the Park.

D. Events Requiring Permit (Greater than 50 persons)

1. General

- a. The Event application process applies to planned and organized gatherings of more

- than fifty (50) persons.
- b. An Event application must be submitted no less than thirty (30) days from the intended date of the Event, including all applicable user fees, indemnification agreements, insurance, and other requirements set forth in the application form.
- c. The Port reserves the right to decline the issuance of an Event Permit, and to cancel an issued Event Permit before or during an event, and/or clear the Park of a group or individual patrons participating in such canceled events.
- d. Failure to cancel a permitted Event without at least a 48-hour written notice to the Port shall result in the permittee's forfeiture of all pre-paid fees. The refund of pre-paid fees following the cancellation of an Event shall be as defined in the Event Permit.
- e. The Event Permit will have terms and conditions that must be adhered to.

E. Donations & Volunteer Work

The Port appreciates community involvement in maintaining the Park and Boat Launch areas. Parameters for charitable donations and volunteer activities are outlined below. In accepting donations, the Port does not assume the responsibility to replace lost or damaged donated items. The Port reserves the right to reject, repair, replace, or remove donated items at its discretion.

1. Donations

- a. Donations may consist of amenities including but not limited to play equipment, picnic structures, benches, landscaping, or memorial items with the approval of the Port.
- b. All donations must meet current safety and/or building standards.
- c. If a donation requires on-site construction and/or installation, such construction and/or installation must be overseen and completed by Port labor.
- d. Donated plants must be a native species typically found in Cowlitz County and selected from a list maintained by the Port.
- e. Donations must not detract from the aesthetics of the Park.
- f. The Port reserves the right to decline donations not suitable for use at the Park in its sole discretion.

2. Volunteer Activities

- a. Prior to commencement of any community organized volunteer activity at the Park, the sponsor of the community volunteer activity should contact the Port at least sixty (60) days in advance of community event so that the Port can review and approve the activity.
- b. The Port reserves the right to request that the community sponsor for the activity submit an Event Application even if it involves fifty (50) people or less.