



THE CITY OF

**EL RENO**

WE'RE PROUD OF OUR *routes.*

## **EXPLANATION OF RV PARK OCCUPANCY SURCHARGE**

**This is a quick explanation of the City of El Reno RV Park Certificate of Authorization, and Surcharge payment process.**

- 1. Upon opening or purchasing an RV Park, you must complete the Registration Certificate.**
- 2. Upon completion of the Registration, mail to: City Treasurer, PO Drawer 700, City of El Reno, Oklahoma.**
- 3. Upon approval, a Certificate of Authority shall be issued to you. The City of El Reno then collects a surcharge of 4 ½ % of the RV Space rate charge per space.**
- 4. You will be required to complete the City of El Reno RV Occupancy Surcharge Report, monthly and submit the report along with amount of surcharge, to City Treasurer, PO Drawer 700, El Reno, OK, 73036.**

**Ordinance No. 9314 section 318-56 states that there is hereby levied an occupancy surcharge of 4 1/2% of the space rate charged per occupied space per night upon the service of furnishing spaces by recreational vehicle (RV) parks within the City.**

**Section 318-63 of the El Reno code states that the surcharges shall be due and payable to the Treasurer on the first day of each month. This Ordinance updated the prior Ordinance # 2823.**