

RACINE COUNTY PUBLIC WORKS	NUMBER: 10030
PARK STANDARDS AND OPERATING PROCEDURES	INITIAL DATE: 01/01/94,01/13/2004, 12/08/05, 10/01/12, 11/13/14 REVISED DATE: 2/12/15; 12/10/19; 9/25/20, 4/27/23
TITLE: POLICY – RESERVATIONS – CAMPING FOR CLIFFSIDE AND SANDERS PARK	Page 1 of 1

The camping season is the second weekend in April through October 31st.
Reservations will begin on the first business day of January starting at 8:00 am.

Reservations:

- Reservations are required and can be made on the same day of arrival.
- All camping fees for the length of the reserved stay must be paid at the time of reservation.
- Adults 18 (eighteen) and older are allowed to reserve campsites.
- Reservations may be made by:
 - Visiting www.racinecounty.com/parks. (Available 24 hours a day)
 - Calling the Racine County Parks Office at 262-886-8440
 - The Parks Office is open Monday through Fridays, 8:00 am – 4:30 pm.
- Group camping
 - Group camping sites are available to the public and non-profit groups.
 - Non- profit groups must call the parks office to make a reservation to get the non-profit rate.
 - A 501(c)(3) must be submitted as proof of non-profit status.

Cancellations and changes:

- Reservation changes will incur a \$5.00 administration charge.
- Site changes and date changes may be requested by phone, voice mail or email and will be accommodated subject to availability.
- Cancellations and changes to reservations are not considered confirmed until office staff sends out an updated confirmation email to the guest.
- Racine County Parks Staff reserves the right to make site reassignments as deemed necessary.

Refunds:

- The \$12.00 reservation fee is non-refundable.
- Cancellations occurring 7 or more days after the date reservation was made will result in a 75% refund of camping fees minus the \$12.00 reservation fee.
- Cancellations made within 7 days of date reservation was made will receive a full refund minus the \$12.00 reservation fee.
- No refunds will be issued due to poor weather conditions.
- No shows will not be issued a refund.
- Refunds will be credited to the credit/debit card on file. If a refund is unsuccessful park office staff will contact guests for updated card information. Refunds may take up to (10) ten business days to post.