

APPENDIX A
Board Approved Date: 10/20/2022
Effective: 10/20/2022

A. Campsites:

1. Monthly/Seasonal (7 month) – At the time of reservation a deposit per month is required to hold your site nonrefundable.

A valid credit card will be held on file per CCPD policy along with a signed and acknowledged lease agreement. Rates will be due in full on the 1st of each month of occupancy plus electric usage charge. The monthly electric will be due the 1st of each month and balance due upon departure. * Honoring First Right of Refusal to the last registrant.

2. Seasonal (7-Month) –Reservations are available for these sites on a 7-month seasonal rent from April 1st to October 31st each year. A deposit is required nonrefundable at time of reservation to hold your site along with a valid credit card will be held on file per CCPD policy with a signed and acknowledged lease agreement. The rates are due in full no later than April 1st of the reservation year, with the customer paying electric on the 1st of each month. * Honoring First Right of Refusal to the last registrant.

3. Monthly-At the time of reservation a deposit per month is required to hold your site. A valid credit card is to be held on file per CCPD policy along with a signed and acknowledged lease agreement. Payments for the month will be due on the first of each month. Effective this date 10/20/2022 any monthly reservations longer than a consecutive two-month stay will be required to move your site for the term of one month throughout the season. ***The Executive Director or his/her designee may modify this monthly move as is needed for the park district. The monthly electric will be due the 1st of each month and the balance due upon departure.

4. Weekly – A deposit is required time of reservation to hold your site. Balance due at time of check-in, along with a valid credit card to be held on file and a signed and acknowledged lease agreement. The customer is required to pay electric charges upon departure.

5. Daily (Weekday – Sunday-Wednesday) – A first night deposit of the reservation is required at the time the reservation is made with balance due at check in. A signed and acknowledged lease Agreement is required.

6. Daily (Weekend – Thursday-Saturday) – A deposit of the first night will hold the camping site on a Daily (Weekend-Thursday-Saturday) The duration of camping will be paid in full on the first night of the reservation at the time of check-in. A signed and acknowledged lease Agreement is required.

7. Holiday Reservations – All holiday reservations must be paid in full at time of the reservation being made. There is a three (3) night minimum (Friday, Saturday and Sunday) and no weekday discounts will apply. A signed and acknowledged lease Agreement is required. Holidays are Memorial Day, 4th of July and Labor Day Weekends

Holiday Campers may reserve their reservation for the following year at time of stay or checkout this is your FIRST RIGHT OF REFUSAL.

B. Cancellation and changes of reservations:

1. Cancellation of reservations at least one (1) week prior to the first day of the site occupancy will result in a credit on your account of the first night fee (deposit). Any cancellation less than one (1) week prior to the first night of the site occupancy will result in no credit or refund.
2. No show reservations are charged a first night's rental fee.
3. Holiday reservation Cancellations are non-Creditable/Refundable.

C. Reservations:

1. Office –During normal business hours at (217) 889-3601 or (217) 889-3901.
2. Waiting list beginning April 01, 2023, all waiting lists will be deleted and a new list will be started with the following instructions:
 - The list will be in the order of first come first served, a numerical list will be placed into effect.
 - All requests for specific camping sites or moving from a site to a monthly/seasonal site will be established.
 - Should the camper be called/texted or emailed regarding the site that is available they will have one working day to respond. If no response is received the assumption of a no will be assumed and the camper will be moved to the bottom of the list and the next guest will be contacted.
 - If any camper has been contacted twice while being on the list and they have refused the request their name will be removed from the list.
 - The waiting list will be expunged and deleted on April 1 of every odd numbered year and a new list will be placed into effect.
 - All requests for placement on the waiting list will be discussed with the Administrative Assistant **only** who will be the keeper of the list.
 - Camping sites not presently designated as a Monthly/Seasonal will **not** be allowed to change to a Monthly/Seasonal site unless approved by the Executive Director or his/her designee.

D. Past Due Fees: Refer to Park District Policy.

E. Cabin Rentals:

1. A valid credit card being on file allows for the reservation to be accepted at the time the reservation is made. Along with first night's deposit.
2. The balance of the reservation will be due at time of check-in.
3. Cabin reservation fees are non-refundable/creditable.
4. Off Season Cabin rates are November 01st – March 31st.
5. ** Honoring First Right of Refusal

F. Boat Rentals:

1. Pontoon Boat Rentals and Jon Boat Rentals require a deposit with balance due at time of arrival along with a credit card on file for damage deposit. If cancellation of the reservation is made at least two (2) hours prior to occupancy no charge's will be assessed and you will be allotted the credit of your deposit. If cancellation is received less than two (2) hours prior to the occupancy, you will lose your deposit. All damages or excessive cleaning will be added to the valid credit card. Each reservation will be charged for a full tank of gas whether used by the customer or not. Any added gas can be requested at the full dock and paid for in full. **Four Hour rentals of pontoon boats are limited to Monday through Friday excluding Holidays.** Passenger limits on boats vary with each group to be determined by the Park at time of rental all Rules Apply.

G. Dock Rentals:

1. All Annual/Daily Dock Rentals require a deposit, with balance due April 1st. No refunds or credits are issued for Dock Rentals. ** 1st Right of Refusal applies to all **Annual** Dock Rentals.

2. Daily Dock Rentals are to be paid in full at time of check in

H. No subleasing, docks, cabins, campers, boats all overnight guests must register with the Gatehouse.

I. Annual Boat Stickers

All Annual boat stickers must be paid in full by April 1st of the reservation year. Boat stickers are to be placed on the right, back side of the boat. **Lake /Land Dock and Annual Dock leases are required to purchase Annual Stickers at time of payment for Lake/Land Dock Lease or Annual Dock Lease.**

I. Unusual Circumstances – The District reserves the right to make adjustments to the refund/retention guidelines, at the discretion of the Executive Director or their designee, in the case of unusual circumstances which necessitate a reservation cancellation.

If you have any questions, please feel free to contact the Clark County Park District Executive Director at (217) 889-3901 during normal business hours.

*First Right of Refusal: Monthly/Seasonal Campers are encouraged to make their reservations for the next year during the present year or at checkout at the end of season. Should the camper fail to make reservation for next year as prescribed above your first right of refusal will be revoked.

** First Right of Refusal: Cabin/Dock/ rentals and are encouraged to make their reservation for the next year during or at checkout at the end of their current cabin/Dock rental. Failure to do so will revoke the first right of refusal. First right of refusal will begin April 01, 2019

*** Existing campsites which are paid in full using the monthly rate will remain until by attrition these campsites become daily, weekly see attached list.

All Seasonal Campsites, Docks and Annual Slips are to be paid in full no later than April 1st of the current year of use.

Any and all outstanding balances must be paid by November 1st of the current year. Failure to do so will result in fines as well as deposits held, and future reservations/first right of refusal being revoked.