

SEASONAL CAMPING

CHANGE OF CAMPSITE/NEW SEASONAL CAMPER PROCESS

The following process is used at School Section, Merrill-Gorrel, and Paris Parks for the purpose of current seasonal campers requesting a change of campsite and for all new seasonal camper request.

- No change of site/new seasonal site request forms will be accepted until seasonal camper informational packets are made available to all current campers. These informational packets are distributed to the parks in August of each season. The packets may be obtained by contacting the individual park office or the parks administration office.
- A \$100 Deposit is required with the acceptance of each request form. For current seasonal campers, this deposit can be made on their current site pending the availability of a new site.
- The change of site/new seasonal site request form will allow each camper to request up to 8 campsites as their primary options. These forms will be sent to the parks administration office once completed and deposit received.
- No change of site/new seasonal site request will be processed until the deposit deadline for returning seasonal campers has expired. The deadline to complete a request form will be the same as the deadline for returning seasonal camper deposits.
- After returning seasonal sites have been confirmed by deposit, a lottery drawing will occur which will determine the processing order for all change of site request of current seasonal campers.
- A second lottery drawing will be held, following the change of site request lottery, for all new seasonal request to determine the order of processing.
- The lottery drawings will take place at the administrative building in Paris, Michigan. These drawings will simply determine the order in which we process request forms. The date and time of the lottery drawing will be listed in the seasonal camper informational packets. Public is welcome to attend as the processing order is determined, however actual processing will not be accomplished during the lottery drawing date. It may take 2-3 weeks to process all request throughout the park system.
- All change of site requests from current seasonal campers will be processed before the processing of new seasonal request begins.
- Processing of sites will be done in accordance with the campsite preferences listed on the request form. Processing will be done utilizing the form and the deposit on hand. Guest will not be contacted prior to processing to re-confirm the information they submitted.
- Guest will receive a receipt showing that the request has been processed.
- If there are no campsites available from the 8 listed choices, the request will be moved to the end of the processing order. The guest will be contacted after all change of site and new seasonal request forms have been processed and notified of any available sites remaining.
- After all request forms have been processed, any remaining sites will be made available on a first come first serve basis, until the maximum number of seasonal campsites for the campground has been met.