



## RV SITE CHECK-IN & CHECK-OUT PROCEDURE

This campground is not staffed 24/7 and SECURITY CAMERAS are on the property. Staff will stop by daily to check for vehicle registrations and review campsite layouts.

**CHECK IN:** 2:00pm - 8:00pm

Once you have registered and paid online you will receive a confirmation email, then you are ready to check in.

**1-** Find your campsite number & start setting up

**2-** Once you are completely set up, take 3 photos:

One- a photo from the front of your site

Two- a photo from the back of your site

Three- a photo that shows your site number

**3-** Text those pictures to the office # (608) 509-4881 and include the following:

Reservation name & site #

Arrival Time

Number of adults & kids at your site

Example: John Smith/ Site 10/ Arrived 3:30pm/ 2 adults 3 kids

**CHECK OUT:** 9:00am - 12:00pm

Take garbage bags to dumpster

**1-** Clean up your site & remove your camper from the site

**2-** Once your site is completely clear, take 1 photo:

One- a photo from the front of your site

**3-** Text the picture to the office # (608) 509-4881 and include the following:

Reservation name & site #

Departure Time

Example: John Smith/ Site 10/ Departed 11:30am

## **COTTAGE CHECK-IN AND CHECK-OUT PROCEDURE**

**CHECK IN:** 3:00pm - 8:00pm

Once you have registered and paid online you will receive a confirmation email, then you are ready to check in.

**1-** Find your cottage & check it out

**2-** Once you have checked it out, take 3 photos:

One- a photo of the inside from the front door

Two- a photo of the inside of the bathroom

Three- a photo of the patio, fire ring & picnic area

**3-** Text those pictures to the office # (608) 509-8441 and include the following:

Reservation name & cottage #

Arrival Time

Number of adults & kids at your cottage

Example: John Smith/ Cottage 1/ Arrived 3:30pm/ 2 adults 3 kids

**CHECK OUT:** 9:00am - 11:00am

Take garbage bags to dumpster

**1-** Clean up your unit with instructions in Welcome Manual

**2-** Once completely clean, take 3-5 photos:

One- a photo of the inside from the front door

Two- a photo of the inside of the bathroom

Three- a photo of the patio, fire ring & picnic area

**3-** Text those pictures to the office # (608) 509-8441 and include the following:

Reservation name & site #

Departure Time

Example: John Smith/ Cottage 1/ Departed 10:30am