

**ADMINISTRATIVE POLICY #143
EAST JORDAN TOURIST PARK
RESERVATION POLICY**

General Reservations (short term stays 1 to 30 days)

Reservations requests for short-term stays (1 to 30 days) will be accepted online (www.eastjordancity.org/touristpark.html) or in writing beginning January 1st of each camping season by postal mail or e-mail (touristpark@eastjordancity.org). All requests will be honored in the order they were received by postmark date and time/date of e-mail. Any requests received before January 1st will not be accepted. Reservations will be held for 5 days and must be confirmed by receipt of deposit by check or money order received at City Hall by the 5th day. Reservations may be made in person or over the phone beginning May 15th of that year's season. For stays of 4 or more days, three nights camping fees are required for deposit. For stays 3 days or less, the full camping fee is due at reservation time. Credit Cards are accepted January 1 – May 14th for online reservations only.

Extended Stay Reservations (guests staying 30 days or more)

Reservations for the next season will be accepted beginning September 15 of the current year. Campers with current year extended stay (over 30 days) sites will be able to renew their site assignments first. Then reservations for extended stays will be recorded as they are received on a first come-first served basis. Should any extended stay camper fail to renew their reservation for the following season by September 15th, they will lose their current site assignment and will be reassigned according to availability. Extended stay campers failing to make reservations for the next season prior to the park's closure (October 15th) will not be able to make reservations until January 1st of the following year. A 30-day deposit is required to reserve an extended stay campsite.

Mail Reservations

Mail reservations for short-term stays received in the fall or before January 1st for the following year will be returned to the camper asking them to resubmit their reservations after January 1st of the following year. All mail reservations will be recorded on a first comes-first serve basis by postmark date.

Non-Refundable Deposits

Deposits are non-refundable unless the cancellation is due to an emergency. Refund requests must be in writing stating the reason for cancellation and submitted to the Parks Director. A non-refundable \$25.00 cancellation fee will be charged to all canceled reservations to cover processing expenses.

Site Change Assignments

Management reserves the right to change any and all site assignments.

Mailing Address

City of East Jordan Tourist Park
PO Box 499
East Jordan, MI 49727
Tourist Park E-mail: touristpark@eastjordancity.org
Tourist Park Website: www.eastjordancity.org/touristpark.html