

**Effective Date: November 8, 2012**

RACINE COUNTY PUBLIC WORKS	NUMBER: 10030
PARK STANDARDS AND OPERATING PROCEDURES	INITIAL DATE: 01/01/1994 REVISED DATE: 11/18/2003; 12/10/19
TITLE: POLICIES—CAMPING RESERVATIONS GROUP	PAGE 1 OF 1

**Campground Reservations / Group Camping - Cliffside Park and W. R. Wadewitz Nature Camp**

Group camping sites at Cliffside Park and W.R. Wadewitz Nature Camp are available for any chartered or licensed not for profit organization. Reservations are required for group camping. Self-registration is not permitted for group campsites. Designated tent sites require a 3-tent minimum.

Cliffside Park group camping can be reserved from the second weekend in April through the second weekend in October. Wadewitz Nature Camp is available for group camping year-round. Wadewitz Nature Camp group campsites can be reserved up to 12 months in advance with payment in full of current fees.

Group camping reservation requests for Cliffside Park made in-person will be accepted beginning the first business day of the given calendar year. Reservations may be made in-person only at the Racine County Public Works Office at 14200 Washington Avenue. Office hours are from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. The group camping fee for the length of the reserved stay must be paid at this time. The permit will be issued immediately.

Group camping reservation requests for Cliffside Park will be accepted by mail beginning the first business day of the given calendar year. The camper must provide the following information and payments:

1. Name of park and area requested
2. First and second choice of camping site
3. Date of arrival and date of departure
4. Name of responsible person, club or not for profit name, address, and daytime telephone number.
5. Payment of the group camping fees for the length of the reserved stay using check or including a Visa / MasterCard number, expiration date and signature.

Starting the first business day of the New Year, reservation requests received in the mail will be put in postmark order and processed after the "in-person" reservations have been processed. The permit will be returned via mail or email to the address provided.

Group camping telephone reservations requested for Cliffside Park will be accepted beginning the second Monday in January of the given calendar year. Campers should call the Public Works department and request the park reservation desk. Office hours are from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. The number is (262) 886-8440. The group camping fees for the length of the reserved stay must be paid at this time using Visa or MasterCard. The permit will be returned via mail to the address given.

Use of the Wadewitz Nature Camp Barn requires use of a key for the building. Racine County will contact the individual on the permit by phone or email to provide the four-digit code for the lockbox. Use the building key and return the key to the lockbox, using the same four-digit code, when leaving. If the keys are lost, the cost of replacing the locks and new keys will be charged to the reservation holder.

Use of alcoholic beverages at all group sites is prohibited.

By Order of the Public Works Committee  
Effective Date: October 1, 2012