

PROCEDURE TO MODIFY OR CANCEL A RESERVATION

1. The person whose name is on the reservation is the only person who may request that a reservation be modified or cancelled.
2. Requests for modifications or cancellations must be sent via e-mail to:
camping@whitewatertownship.org.
3. The following information **must be included** in the e-mail.
 - a. Subject line must say Modify or Cancel Reservation.
 - b. Reference number.
 - c. Name on reservation.
 - d. Site number.
 - e. Description of the requested change to the reservation.
 - f. Reason for requesting the modification or cancellation.
 - g. Valid phone number.

Refund Policy

With at least 14 days' notice of change in arrival and/or departure date that results in an overpayment, a refund will be issued, with the exception of the \$8.00 reservation fee + the 1st night camping fee. If less than 14 days' notice, no refund will be issued.

Full camping fee only refunds will be given under certain limited circumstances. The \$8.00 reservation fee is nonrefundable. Full camping fee refunds must be approved by the Parks & Recreation Manager.

No refunds will be given for early departure based on the weather or other discomforts of nature.

Revised 04/01/2021