

<p>RESERVATIONS & OCCUPANCY</p>	<ol style="list-style-type: none"> 1. Reservations may be made up to one (1) year in advance. 2. Reservations can be made by phone, online, or in person. 3. Reservations are suggested, as we have a limited number of sites that tend to book up fast. 4. All cabins have a two (2) night minimum both weekday and weekends. 5. Campsites have a two (2) night minimum on weekends. 6. Both cabins and campsites have a three (3) night minimum on holiday weekends. 7. Site rate includes <u>one</u> family consisting of two (2) adults and up to three (3) children under 21. 8. Number of adults beyond two (2) will incur additional charges. Number of children beyond three (3) will incur additional charges. 9. To ensure a peaceful camping experience and prevent overcrowding, no more than seven (7) people to a campsite. 10. Our sites are intended for use by one (1) family and one (1) camping unit. We are not able to accommodate extended family in additional camping units on a site. This type of occupancy would require an additional campsite. The only exception would be a children's tent placed on the RV pad. 11. Must be 18 years of age to rent a campsite. Must be 21 years of age to rent a cabin. 12. Specific site choices are not always guaranteed
<p>DEPOSITS</p>	<ol style="list-style-type: none"> 1. A deposit of one night's base rate is required at the time of reservation to guarantee a reservation. 2. The deposit will be charged at the time of reservation. 3. The deposit is deducted from the amount owed.
<p>CANCELLATIONS</p>	<p>Though we certainly hope you don't, if you find you must cancel your reservation please understand we have a limited number of overnight sites and even lesser number of cabins. Therefore, <u>no matter what date</u> a cancellation is made there is a \$10 cancellation fee.</p> <p>Please read thoroughly, as there are additional charges beyond the \$10 depending on the time of cancellation.</p> <ol style="list-style-type: none"> 1. RV & TENT SITE cancellations <u>outside</u> of 2 days of check in date are refunded deposit less a \$10 processing fee <u>per site</u>. Please notify us by 4 p.m. two days before your check scheduled check in date. 2. CABIN cancellations <u>outside</u> of 14 days of check in date are refunded deposit less a \$20 processing fee <u>per cabin</u>. 3. Campsite/Cabin reservation OR cancellation <u>inside</u> the two or fourteen days receives <u>no refund</u> of the deposit paid. 4. If no cancellation was made and you are a "No Show" you are charged for the entire balance of reservation. 5. Holiday weekends (Memorial, Independence, & Labor) are not eligible for any refund whatsoever. 6. So there are no misunderstandings as to when cancellation was made, we recommend cancelling via email. Phone cancellations will receive a cancellation confirmation number and email which will be your "proof" of cancellation. <p>Unfortunately, even in cases of an emergency, we cannot refund or transfer deposits when a cancellation occurs without proper notice.</p>
<p>PAYMENT</p>	<ol style="list-style-type: none"> 1. Balance due at time of check in. 2. <u>Personal Checks</u>: Are not accepted at time of check in but will be accepted up to one week prior to check in. 3. <u>Forms of payment</u>: Cash, Visa, Master Card, Discover, American Express 4. <u>Tab System</u>: For your convenience, use our pay-ahead tab system to use for each purchase during your stay. 5. <u>ATM Machine</u> located in General Store.
<p>ARRIVAL & DEPARTURE</p>	<ol style="list-style-type: none"> 1. Camping Check in 1-9 . Check out 12 2. Cabin Check in 2-9. Check out 12 3. Early check-in & late check out are based on availability. Inquiries and arrangements should be made in the camp store on the day in question. 4. Early check in fee is \$10 and may check in as early as 10:00 a.m. 5. Late check out is \$20 and may check out as late as 5:00 p.m. 6. Sorry- No early check-in or late departure for cabins
<p>REFUNDS</p>	<ol style="list-style-type: none"> 1. Sadly, we cannot refund any part of your unused stay if you choose to shorten it even in cases of emergency, family crisis, illness, inclement weather, etc. We have turned other families away in order to hold the site for your family. 2. Sunbury/Columbus KOA is a privately owned campground and we reserve the right to remove any guest or revoke privileges at any time with no refund to maintain the peace and relaxation of our family campers.

PROHIBITED	<p>For the safety and tranquility for all, please leave these items at home.....</p> <ol style="list-style-type: none"> 1. Fireworks, firecrackers or Chinese fire lanterns (the lanterns get caught in our trees!) 2. Guns of any kind (includes BB & paintball) or bows/arrows. 3. ATV's, dirt bikes, "utility" carts or mini motorcycles. You <u>may</u> have battery-operated toys or stand-up scooters.
FIREWOOD	<ol style="list-style-type: none"> 1. You may bring in your own firewood. 2. Firewood is for sale in general store for \$5/load. 3. Loads are wrapped in 10-13 piece bundles and easy to carry. However, we will deliver them right to your site.
COURTESY & CONDUCT	<ol style="list-style-type: none"> 1. Shhh....Quiet hours are 11:00 p.m. to 8:00 a.m. 2. Please consider the neighbors around you by playing your music & outdoor televisions loud enough for <u>your</u> own site to hear. Of course both should be off during quiet hours. 3. Please <u>respect your neighbors and other campers by using walkways instead of cutting through campsites.</u>
ALCOHOL	<ol style="list-style-type: none"> 1. Alcohol is permitted by legal drinking aged adults. If you must leave your site with alcohol in your hand, it must be covered (koozie, colored cup, thermal mug, etc.). No kegs permitted in the park. 2. Drunk, loud, obnoxious behavior, or fighting is never tolerated and in very rare cases, it would certainly be a reason why a guest would be asked to leave the park with no refund.
PARKING DRIVING RIDING FLOATING	<ol style="list-style-type: none"> 1. Our sites are intended to hold One (1) vehicle per site. Additional vehicles must be parked in areas marked, "PARKING". 2. All vehicles must be registered and have a KOA hangtag on the rearview mirror. 3. Golf carts-both gas and electric are allowed 4. Overnight guests bringing in a golf cart pay \$5.00 per golf cart per night. 5. You must be 16 years or older to drive a golf cart! 6. No "utility" type vehicles allowed. 7. Canoes and kayaks are FREE. Pedal boats may be rented. You may bring in your own small boat as well. 8. All kids must wear a life jacket while on pond. 9. If your child requires a life jacket in our pool, please bring your own. We have a limited number for boat use only. Life vests for sale in camp store.
PETS	<ol style="list-style-type: none"> 1. Your dog may love you, but not other campers. Please leave aggressive dogs at home! 2. If you have even a <u>small</u> doubt about your dog's behavior towards strangers or camping, please reconsider bringing him camping. 3. Limit 2 dogs. Additional dogs please inquire at time of reservation. Additional charges may apply. 4. Cabins are charged for each dog per night. 5. Must be on a leash or contained at <u>all times</u> (except in our Bark Park). 6. No leashes over 6ft.long. When tied up at site, dog may not be able to reach past 10 feet to road. 7. Pets must be picked up after-even at your site. They may not be tied up in direct sun for long periods. 8. Dogs that are barking constantly may be asked to exit the park. Please don't bring your pet if you think he/she may ruin someone else's relaxing weekend! 9. <u>No</u> dogs tied up outside when you are not there. 10. No dogs inside buildings or on playgrounds. 11. If your dog shows signs of aggression or is involved in an incident, you will be asked to remove your dog from the park. 12. Dog Boarding facility is 1 mile from KOA, "Camp Canine" 740-524-3647
VISITORS	<ol style="list-style-type: none"> 1. Please inform your visitors they must register and pay a fee in our general store. 2. Visitors may <u>not</u> bring pets into the park. 3. Wristbands must be worn at all times in the park
CHILDREN	<ol style="list-style-type: none"> 1. Parents are responsible for their children's actions. 2. Small children must be accompanied by an adult at all times during your stay. 3. Kids must be back at their own campsite by 11:00.
FISHING	<ol style="list-style-type: none"> 1. Private. No fishing license required. 2. Catch and Release ONLY. No minnows, buckets, or liners allowed. 3. No catching of frogs or turtles. 4. We sell night crawlers in the camp store along with poles, line, tackle, etc. 5. Expect to catch: Catfish, Crappie, Bluegill, & Bass
SECURITY	<ol style="list-style-type: none"> 1. We are a gated park 2. Security cameras are in use and placed throughout the park. 3. Security gate is closed at all times and needs a security code or card to enter park. 4. Hosts make "rounds" throughout the day and late evening to monitor sites. 5. Our phone is manned all night long. No matter what the time, you can call our office with any issue. 6. After hours call button located at front door of the General Store and rings directly to the store or owners. 7. 911 emergency phone located outside of general store. 8. Delaware County Sheriff's office and Porter Township Fire all have a special security code and have access at all times to the park. 9. Exit gate stays in exit mode at all times.
WRISTBANDS	<ol style="list-style-type: none"> 1. Every camper must wear a wristband. 2. Wearing a wristband shows that you are permitted to use Autumn Lakes facilities and amenities. 3. You may be asked to show your wristband during your stay.