

# Road America Employee Campground Policies and Procedures

## CAMPING REGISTRATION

- ❖ The attached and completed request form must be submitted to the Operations Supervisor (Security) at least one week before your planned arrival date.
- ❖ Employee Campground use is subject to the availability of space and is granted at the discretion of Road America Management.
- ❖ Employee campsites must be limited to 20ft by 40ft in size. Site locations are assigned and approved by a Manager.
- ❖ Your submission will only be considered if the request form is completed entirely, and proof of insurance is submitted.
- ❖ Once your submission is approved, you will have access to your site the night before your scheduled workday.
- ❖ Move in must be completed before nightfall for safety reasons.
- ❖ For those working less than 30 days, move out must be completed by 9AM the morning following your scheduled workday.
- ❖ A numbered placard is issued to campers which must be visibly displayed on your campsite during the duration of your stay.
- ❖ All camping vehicles and equipment must be moved off R.A. Property no later than one week after the last scheduled Event worked, unless approved by a Manager.

## PARKING

- ❖ You are required to park your vehicle in the campsite assigned.
- ❖ If it does not fit in that area, contact the Operations Manager to discuss possible solutions.

## SITE SETUP

- ❖ All vehicles (RV's, campers, pop-ups, etc.) must be properly licensed, registered, proof of insurance, road worthy, with a clean appearance while on the property.
- ❖ NO auxiliary structures are permitted on the property, such as decks, storage sheds, etc..
- ❖ Do not tamper with or modify any electrical service or outlets on Road America property.
- ❖ Do not deface, cut, drive nails into or attach lines or any objects to trees, fencing, bushes, light poles, signpost, or buildings.
- ❖ Road America reserves the right to have abandoned vehicles, RV's, campers, pop-ups, etc. removed from the property at the owners expense.

## PERSONAL PROPERTY AND RIGHTS

- ❖ Road America assumes no responsibility for loss, theft, or damage to personal property.
- ❖ Please respect the rights and property of others.

## STRICTLY PROHIBITED

Road America strictly prohibits the following items or actions:

- ❖ The sale or misuse of prescription drugs and/or any use of illegal drugs and other substances.
- ❖ Possession of firearms or weapons of any type. (Examples include but are not limited to: pellet/BB guns, crossbows, tasers, paintball guns, etc.)
- ❖ Fireworks (of any type), potato launchers, any type of explosives, or aerial displays (Chinese Lanterns).
- ❖ Loud or disorderly conduct, use of profanity, obnoxious disturbances or nuisances.
- ❖ Gray and Black water should be disposed of **PROPERLY** at one of the dump stations provided at Road America.

***Possession of such items or unruly behavior such as outlined above will result in immediate removal from property and possible prosecution by local law enforcement.***

## CAMPGROUND AMMENITIES

- ❖ There is minimal 30A & 110 electrical power available for communal use. Overloading of circuits may cause you to be disconnected from Road America's power. Power access can NO longer be obtained from the campground house.
- ❖ Power access is to be used while you are working scheduled events. Units should not remain plugged in between events or while you are away from Road America. This includes during the Winter.

- ❖ Road America assumes no liability for electrical usage, such as damage to property, RV, campers, etc..
- ❖ There are showers and restrooms in the basement of the facility at the campground. Please be respectful of others and keep the facilities clean.

## TRASH REMOVAL

- ❖ All garbage should be bagged and disposed of in the provided dumpster at the campground.

## CAMPFIRES

- ❖ Campfires must be kept in a device designed for elevating a fire off the ground. Examples include grills and portable patio fire pits.
- ❖ Campfires must never be left unattended.
- ❖ Burning of trash is prohibited.
- ❖ Fires are permitted when weather conditions are normal (no high winds or dry conditions) and must be placed in a manner as not to endanger other people and/or property.
- ❖ Gasoline should not be used to light fires.
- ❖ Fires must be completely extinguished before discarding hot coals or ashes in containers clearly marked for that purpose.
- ❖ Firewood may not be brought into Wisconsin from Ohio, Indiana, Illinois, or Michigan. This is illegal according to the Wisconsin Department of Agriculture, Trade and Consumer Protection. It is advised that all firewood should be bought in the county you are camping in and not taken home with you when you leave.
- ❖ Security, Management and Safety Team personnel reserve the right to instruct campers to extinguish any fires.
- ❖ Cooking campfires left unattended will result in the loss of Employee Campground privileges.

## SCENERY

- ❖ There are more than 20 different species of wildlife located on Road America's property.
- ❖ The State of Wisconsin issues fines for those who destroy wildflowers, trees, or harm wildlife.

*Enjoy what is around you – take only what you brought.*

## QUIET TIME

- ❖ Enforced between 10PM and 6AM in all camping areas.
- ❖ Generators are allowed only between 6AM and 10PM, unless used for medical needs such as CPAP machines.
- ❖ Loud music and/or parties are not allowed after 10PM.
- ❖ No extensive or professional sound systems are allowed at any time.

## VEHICLE POLICES AND ACCESS PROCEDURES

- ❖ When entering the Road America property, all vehicles are subject to a random search by Road America Security.
- ❖ You will be issued one vehicle hangtag that must be displayed in your vehicle at all times. An additional hangtag can be requested and will be issued on a first come, first serve basis, and will be dependent upon available space.
- ❖ **EMPLOYEE VEHICLES MUST BE KEPT PARKED AFTER SUNDOWN UNLESS ENTERING/EXITING THE PROPERTY.**
- ❖ Vehicles driven after dark must have headlights.
- ❖ Road America strictly forbids ATVs/UTVs, unlicensed scooters and private golf carts on the property. If brought to the facility, they will be taken to an impound area and returned to the owner at the end of the weekend. **A ZERO TOLERANCE RULE** is in effect for the use of these vehicles.
- ❖ **There is no access to Road America via back gates.** Commuting between the main facility and the Employee Campground can only be achieved by exiting the campground and utilizing State HWY 67 during regular gate hours.

## SECURITY AND EMERGENCY INFORMATION

- ❖ In the event of an emergency, dial 911.
- ❖ For Security assistance during public camping times, dial 920.892.2663
- ❖ The Employee Campground Address is:  
**N7076 HWY 67**  
**Plymouth, WI 53073**