**Lakewood Property Owners Association Pavilion Guidelines**

Anyone reserving our Lakewood Pavilion must follow these simple rules:

1) Only Lakewood members may reserve our lakefront pavilion. That member MUST attend the event. A $200.00 refundable deposit is required at time of approval. Your deposit will be returned within 7 business days of the event close with confirmation that rules 4,5,6 and 8 are observed, and subject to the conditions in rule 11, you may be charged for the service necessary to make the lakefront amenities whole.

2) Reserving the pavilion is on a first come first served basis.

3) Reserving the pavilion is done on the CONTACT page of [www.lakewoodpoa.org](http://www.lakewoodpoa.org). Please fill out accordingly and we will respond to you with a confirmation as to its availability.

 a.) The pavilion will not be available for the following holidays due to beach occupancy:

* Memorial Day Weekend
* Father’s Day Weekend
* Independence Day Weekend
* Labor Day Weekend

*\* Note: The lakefront is closed the first Monday of October and will open the first Monday in April. All subject to weather.*

4) The homeowners reserving are responsible for any damage, theft and/or their guests actions and will be held fully responsible and liable for repair or replacement above the deposit amount.

5) If you choose to rearrange the picnic table placement, please be sure to move all tables back to their original locations.

6) Upon leaving the premises please take ALL garbage with you. The Strongs Prairie Transfer Site is located just north up 20th Avenue on Cumberland.

7) Reserving the pavilion only includes the pavilion area. All other areas of our lakefront (beach, boat ramp, playground and volleyball area) remain open for the rest of our association to enjoy.

8) Pavilion reservation only includes the pavilion area, picnic tables and use of the permanent charcoal grills and fireplace. Wood and charcoal are NOT provided. Please be sure to fully extinguish all fires and clean debris before leaving the premises.

9) When reserving please be sure to include your name, home AND Lakewood address, lot number, phone number(s), day/date/time of event and number of people attending.

10) Please reserve 2 weeks prior to your event. We will provide a code for your guests to use that day to open the gate.

11) If the porta potty needs to be emptied after your event, it will be your responsibility to pay for this service. Also, please be sure to bring extra toilet paper for your event. The association will not provide.

12) Parking will be restricted to the designated areas being the field before the pavilion and the area in front of the pavilion. No vehicle shall be parked, for any reason except emergency vehicles, on the boat launch driveway.

As the Lakewood Property Owner reserving the lakefront pavilion, I have read all of the stipulations and conditions above set forth by the Lakewood Board of Directors and I fully understand and accept all responsibility for my guests and the liability for any damage and theft that may occur. Please sign and email back to talktous@lakewoodpoa.org or mail to Lakewood Pavilion Reservation, PO Box 371, Adams WI 53910.

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 SIGNATURE DATE

DEPOSIT TRANSACTION OR CHECK# DATE

Deposit return:

* Approved
* Declined
	+ Property Damage
	+ Porta Potty Clean Out
	+ Garbage/ clean up (to include grill)

DEPOSIT RETURN TRANSACTION# DATE

AMOUNT OF RETURN