

Legend Lake Property Owner's Association  
P.O. Box 759  
Keshena, WI 54135



# REQUEST FOR USE OF ASSOCIATION FACILITIES

A completed and signed form must be presented to the Building & Grounds Committee a minimum of 5 days prior to date wanted. Upon review Board action will be taken while in session or by a telephone vote.

### Charges Applicable

All charges are based on normal set up and clean up. Any unusual clean up will be charged at \$18.00 per hour.

- Group activities of association members and guests 9:00 am-4:30 pm Monday thru Friday N/C
- Approved community groups 9:00 am – 4:30 pm Monday thru Friday N/C
- Association members – social events; i.e.: family gatherings, etc. less than 50 People \$100.00
- Association members – social events; i.e.: family gatherings, etc. greater than 50 People \$150.00
- Local approved social gatherings – fish derbies, social events – fee will be charged based on set up, lock up, and cleaning costs unless the Board waves the fee.

Rentals that require both an open and close outside the lodge hours will require an additional fee of \$15.00.

The rental fee is due 5 days prior to the event. If the event is cancelled less than 48 hours prior to the rental date, the rental fees will be forfeited.

Security Deposit – A security deposit of **\$500.00** is required when alcohol is present, **\$250.00** is required when no alcohol. Any destruction of property will be deducted from the security deposit. If garbage is left at the lodge, recycling must be done. If recycling is not done correctly, you will forfeit your deposit.

I/We \_\_\_\_\_

request the use of the Legend Lake Property Owners Association:

Lodge \_\_\_\_\_ Grounds \_\_\_\_\_ Other (explain) \_\_\_\_\_

on (date) \_\_\_\_\_, 20\_\_\_\_, during the hours beginning \_\_\_\_\_

and ending \_\_\_\_\_ Number attending (limit 150) \_\_\_\_\_

Reason for use: \_\_\_\_\_ Will alcohol be present? Yes \_\_\_\_\_ No \_\_\_\_\_

I/We agree to pay all applicable fees to the Legend Lake Property Owners Association and in signing below accept full responsibility for any items missing or damaged as a result of my/our use of the facilities during the times indicated above. Should damages exceed the security deposit, I will pay the additional cost.

\_\_\_\_\_ Dated \_\_\_\_\_

Signature of Applicant

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Lot No. \_\_\_\_\_ Addition \_\_\_\_\_

(For Office Use)

**Building & Grounds Committee Action:** \_\_\_\_\_ **Dues Paid: Yes / No**

Board Member Signature \_\_\_\_\_ Approved Date: \_\_\_\_\_

Denied \_\_\_\_\_ Date: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Fee Rate: \$ \_\_\_\_\_ Paid: Check / Cash Deposit: \$500.00/\$250.00/No Returned: \_\_\_\_\_

Prior Rental: Yes/No Condition After Rental: \_\_\_\_\_

Need someone to open Lodge: Yes/No Time: \_\_\_\_\_ Need someone to lock Lodge after event: Yes/No