



## Oakwood Lakes Picnic Area Use Request

If you would like to schedule an event in the picnic area at the beach – please complete this form and email the form to the contact person identified below. The purpose of this form is to coordinate the use of our common area facilities. Please submit your request at least two weeks prior to your event. Submission of this form does not guarantee exclusive use of the common areas. It does, however, establish a priority for use of the grill and picnic tables. We welcome your questions for picnic area and beach use and we will try to assist you in any way we can.

**ONLY MEMBERS IN GOOD STANDING ARE PERMITTED TO USE THE COMMON AREA FACILITIES, INCLUDING THE LAKE AND THE PICNIC AREA.**

Send to [davidvolpe@comcast.net](mailto:davidvolpe@comcast.net)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Day & date of your event: \_\_\_\_\_  
(include day and date please)

Time/duration of your event: (start) \_\_\_\_\_ (end) \_\_\_\_\_

Type of event: \_\_\_\_\_  
(graduation party, birthday party, etc.)

Approximate number of guests attending: \_\_\_\_\_

Number of tents or canopies in the picnic area: \_\_\_\_\_

Additional equipment in the picnic area: \_\_\_\_\_  
(dj, extra canoes, etc.)

We will review your requests and let you know the status/availability of the picnic area as soon as possible. **(All requests MUST be in writing.)** All information will be kept confidential.

**PLEASE NOTE: Oakwood Lakes assumes no responsibility for the safety or well being of those persons entering or utilizing the common areas, including the picnic area and the lake. Oakwood Lakes does not guarantee a lifeguard will be available for all or any portion of your event. As always, use of the common area facilities is at your own risk. CHILDREN MUST BE PROPERLY SUPERVISED AT ALL TIMES.**

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Additional information available on our website: [www.oakwoodlakesassociation.com/](http://www.oakwoodlakesassociation.com/))*