

Lake of the Woods Association, Inc.

102 Lakeview Parkway
Locust Grove, Virginia 22508-9501

Telephone 9540) 972-2237
Fax (540) 972-2243

CIVIC / SOCIAL / RECREATIONAL GROUP / MEMBER REQUEST FOR FACILITY USE

You as a member/tenant in good standing of the Lake of the Woods Association, Inc., have requested permission from the office of the General Manager to use:

Holcomb Conference Room _____ Holcomb Parking Lot _____ Hollyfield Baseball Park _____
Holcomb Reading Room _____ Campground Pavilion _____
Other (specify) _____

on _____ from _____ (am/pm) to _____ (am/pm)
for _____

with _____ guests in attendance. This request is in compliance with LOWA Regulation, Section II, paragraph A.3.b. (LOWA Committees exempt)

Users will be responsible for making sure the facilities they use are clean when they leave. All trash placed in sealed trash bags, surfaces wiped down, floors swept or vacuumed, and any equipment/furniture used, properly stored.

A complete guest list must be provided to the General Manager and all non-members should be on a list provided to security to permit entry on that date.

The member sponsoring this event is responsible for clean-up and all actions, damages, and citations incurred by his/her guests. Please be careful to alert non-members to our maximum speed limit of 25 mph which is radar enforced.

RESPONSIBLE PARTY MUST PRESENT THIS FORM TO SECURITY TO OBTAIN KEYS FOR ACCESS.

Thank you for your cooperation in these matters.

I have read and will comply with the above requirements. My signature below acknowledges that I assume responsibility for my guests while they are at LOW.

Member signature _____ Date _____
Member name (printed) _____ Lot _____ Section _____
Mailing Address _____
Home # _____ Work # _____ Fax # _____
Club or Organization _____

Approved _____ Denied _____

General Manager/Assistant General Manager
Lake of the Woods Association, Inc. Date _____

White – Original

Yellow – Administration

Pink – Security

Goldenrod - Maintenance