

# Lakewood Shores Property Owner's Association, Inc.

7701 E. Cedar Lake Drive ~ Oscoda, MI 48750  
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E-mail: info@lakewoodshorespoa.com  
Web Site: www.lakewoodshorespoa.com

## CONFERENCE ROOM CONTRACT (READ CAREFULLY BEFORE SIGNING)

Date: \_\_\_\_\_

I, \_\_\_\_\_ agree to pay Lakewood Shores Property Owners Association (LSPOA) as follows for use of the Conference Room:

1. A sixty dollar (\$60.00) \*refundable deposit (\*to be returned to the member upon inspection of the facility by a POA associate following the event and no violations to this contract have occurred). As well as a sixty dollar (\$60.00) non-refundable use fee.
2. Please make sure the following is maintained after your function is over:
  - a. All refuse (from grounds and inside of building) will be deposited in trash cans provided.
  - b. All furniture will be returned to its proper place.
  - c. All missing or damaged items will be replaced at the expense of the member.
3. If the facility is not cleaned to LSPOA satisfaction, the deposit will be forfeited. **You must contact POA Security for final inspection at the end of your event at 989-305-1146.** Failure to call may result in forfeiture of your deposit.

NOTE: ANY REQUIRED CLEAN UP WILL BE COMPLETED AS SOON AS POSSIBLE AFTER THE FUNCTION, ESPECIALLY IF THE FACILITY IS SCHEDULED FOR USE THE NEXT DAY.

ALCOHOLIC BEVERAGES - ZERO TOLERANCE WARNING: Any alcoholic beverages consumed during the use of the Conference Room will not be carried outside the building with the exception of the patio adjoining the "game room". No person under the age of twenty-one years will be allowed to consume alcoholic beverages. Any violations may result of immediate cessation of the activity and closing of the facility. I understand that I am solely responsible for the behavior of my guests. I understand the curfew for use of this facility is 10:00 p.m. and agree that I will cease all activities at that time and make immediate preparations to vacate the facility. I agree to have any costs incurred to LSPOA for cleaning and/or damages billed to my account at a cost to start of \$100.00.

\*\*Wi-Fi Internet Access is available.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
LSPOA Signature

\_\_\_\_\_  
Member Contact number

\_\_\_\_\_  
Deposit Received

\_\_\_\_\_  
Use Fee Received

Date of Use: \_\_\_\_\_

Maintenance Fees Verified by: \_\_\_\_\_

Time of Use: \_\_\_\_ am/pm to \_\_\_\_ am/pm

Copy to Member: \_\_\_\_\_

Maximum capacity is 20 people. 4 Computer Desks, 2 Banquet tables and 20 chairs are provided.