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THE 2025 SEASONAL AGREEMENT FORM AND

APPLICATION FOR SEASONAL AGREEMENT

 For 2025, the WACO model seasonal agreement will make completing seasonal agreements with your guests much easier. The form has been updated to allow you to create your Campground’s version of the form using fill-in-the-blank tech. There is a new Model Application for Seasonal Agreement. Your guests will use that fill-in form, which will gather their names, addresses, insurance information and other data. You can then copy and paste their information to the form to create each individual agreement. Here’s how to use these new forms.

**First Step: Use The Model Agreement to Prepare Your Campground’s Seasonal Agreement**

 The Model Seasonal Agreement has digital “fill in the blanks” spots to allow you to easily create an Agreement for your Campground. The first step is to create your version of the agreement. You only have to create this form once. Here’s how to do that – and when you’re done, you’ll save this document as your Campground agreement.

 When you open the file, you will see at Line 2 the words “Click or tap here to enter text.” That’s the first of many spots where you type in text to adapt the form to your Campground. This is what the form will look like:



 Move your mouse pointer to the words “Click or tap here to enter text.” next to the word “CAMPGROUND” and click on the left mouse button. A box will appear. Type in the name of your Campground. The name will appear, like this:



 When you have typed in the name of your Campground, touch the TAB key. The TAB key will jump to the next fill-in text location in the form.

The next fill-ins are at Line 6. These will be used to create forms for each camper – so skip past them by touching tab twice. That will take you to line 38. There, type in your campground name again. Type in the name, and then, touch TAB. That takes you to the next fill-in, which is your campground’s address. Fill in the address and touch the Tab key.

The next choice is a check box -- [ ] . If your Campground is an LLC, click on that box. Then touch tab. If your Campground is not an LLC, just touch tab to jump to the checkbox for corporation. Click that box if you Campground is a corporation. If your Campground is neither an LLC nor a Corporation, touch tab to leave both blank. That takes you to the section on Pets. Again, you can click whether you allow pets or not. If you allow pets, there are fill-in spots which allow you to type in how many dogs or cats are allowed.

 Keep touching the Tab key to moving to the next fill-in blank. Most of them involve typing in text. One section involves using a date selector:

 Section 5, The SEASON, sets out the dates your Campground is closed after the end of this current season and the other dates for the next season. Here’s what it looks like:



 When you click on these fill-in fields, it brings up a calendar:



 Use the calendar’s navigation buttons to go to the month your Campground closes this fall, then click on the date it closes. Let’s say it’s November 15. When you click on the “15” in the November calendar, the date 11/15/2024 will appear in the fill-in box. Tab to the next box, which is the date that set-up access will begin in the spring of 2025. Find that date by scrolling to March or April 2025 and clicking on the date. Keep moving through the remaining dates.

Some of the blanks require you to enter text stating what your policies are. At lines 260-262, for example, the text identifies which off-road vehicles your campground permits:



 Click on the blank and type in what your campground permits. You also can type “None.”

 Continue all the way through to the end of the form. When you have completed all the fill-in blanks, read the draft Agreement carefully. Of course, you should revise the form to match your Campground’s policies and operations. You may not insist that camping units more than 15 years old have to be removed; if that is the case, you would want to remove or edit the material at lines 206 – 210. There may be things you want to add, such as sections dealing with piers, boats or other things specific to your campground.

After you have edited the form, you will have your “master agreement” for your campground. The master agreement will have two remaining fill-in blanks, at line 6. You will use those blanks to create each campers’ individual agreement.

Use Microsoft Word’s “SAVE AS” function (under the “File” heading on the command ribbon) to save the document as your master agreement. I recommend calling it “MASTERSEASONALAGREEMENT2025” or something similar. Please save it under at least two different names so you have a backup copy. I recommend using “MASTERSEASONALAGREEMENT205COPYA” and “MASTERSEASONALAGREEMENT205COPYB” You will be opening the master seasonal agreement and using it to create each seasonal’s contract. The backup copy(ies) protect you in case you accidentally delete the Master.

Here’s how you’ll create individual agreements -- using camper information which they will type for you.

**Second Step: Adapt and Use The Application for Seasonal Agreement Form**

 The Application for Seasonal Agreement form is new. I prepared it so your campers do the work of typing their information for you. You will need to review the form and revise it to meet your Campground’s needs.

The Introduction to the form explains why the Campground needs information and assures campers that the information is confidential. It indicates the campers are agreeing to allow the Campground to conduct a background check. It informs the applicant they must complete the seasonal agreement and make payment to be offered a site.

 The guest then uses the fill-in form to type in the information requested. Almost everyone today has enough experience using forms on the internet to be able to complete the application.

 The application as drafted asks campers for details of their insurance coverage. We recommend obtaining that information up front. Experience has shown that campers may be unwilling to share that information once it is needed – after there is an accident or damage. It is better to get the information up front.

 Similarly, you should get information about the camping trailer, sheds and porches or decks.

 Once you edit the Application to suit your Campground, save the form as a Master Application Form. Again, saving it under more than file name would be wise.

 Once completed, you will email the form to seasonal applicants – including those who are renewing. The form directs the camper to email the information to you.

**Third Step: Copy and Insert the Camper Identification Information Into The Seasonal Agreement Form**

After the camper has returned the completed form, use copy and paste to copy the camper information into the Campground Agreement and create a new Agreement. Here are the steps to do that.

1. Open the completed MASTERSEASONALAGREEMENT form.
2. Open the completed Application for Seasonal Camping Agreement.
3. Highlight the portion of the Application between the dotted lines (-------). You are copying the following block of text:



1. Use the copy button to copy the camper information.
2. Paste the camper information into the Campground Agreement.

The merged document will look something like this:



1. Immediately save the completed agreement under a new file name, such as “Smith Seasonal Agreement 2025.”
2. Go to the top of this document. You will see the following:



Click on the “Campers” fill-in and type “Smith Family” and the Campsite fill-in and type their campsite number. You’ll see this:



That will make it easy to identify the Smith Family’s contract on page 1. Save the now completed Smith Family Seasonal Agreement. Then, open the MASTERSEASONAL AGREEMENT FILE and prepare the next Seasonal agreement.

SUMMARY

 Most of us are fairly used to using computer documents. There are samples accompanying these documents showing what the completed Campground Agreement, Application and a completed seasonal agreement will look like.

 If you have questions about these forms, please contact me.

 Mark Hazelbaker