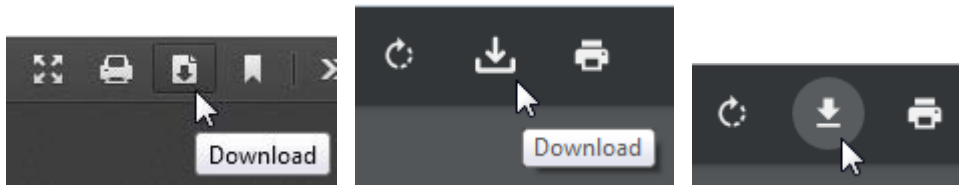


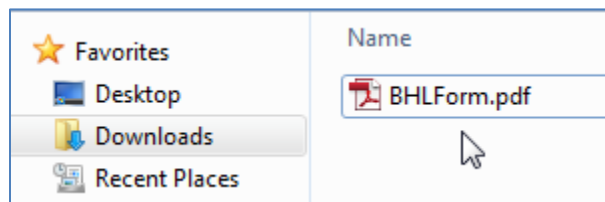
## INSTRUCTIONS FOR MAKING A RESERVATION REQUEST

**Step #1:** Make sure Adobe Acrobat Reader DC is installed on your computer. If it is not, please go to <https://get.adobe.com/reader/> to install the free reader. It is not necessary to install the extensions and optional offers when downloading and installing Adobe Reader DC.

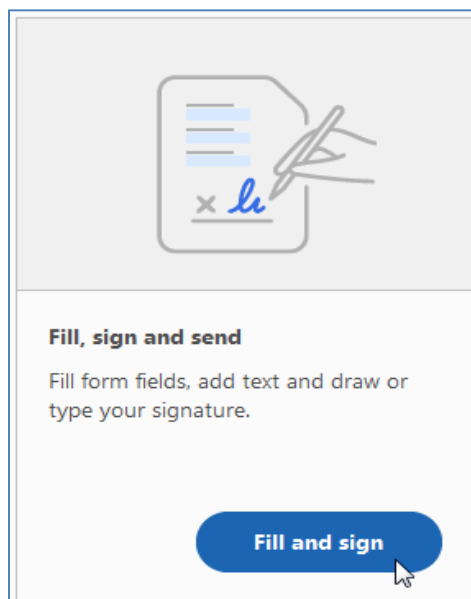
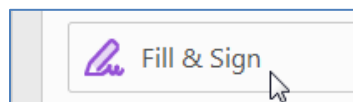
**Step #2:** Choose to **DOWNLOAD** this PDF application. The download symbol will vary depending on the browser being used.



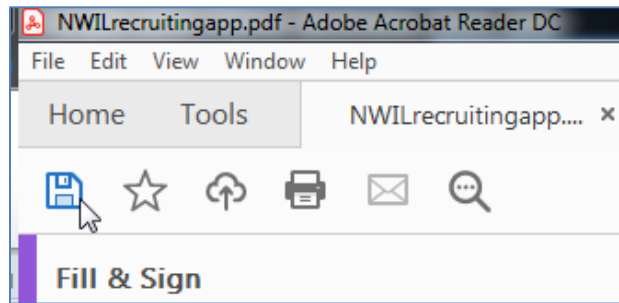
**Step #3:** Go to the location where the PDF file was downloaded to (the default is the **DOWNLOADS** folder) and open the PDF application with Adobe Acrobat Reader DC.



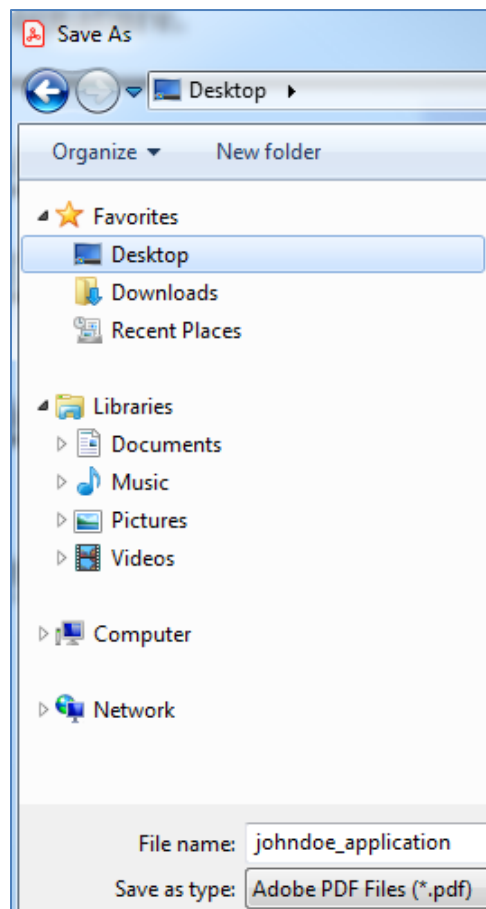
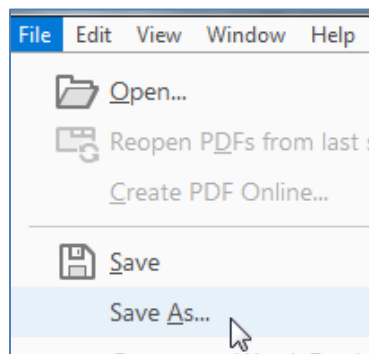
**Step #4:** In Adobe Acrobat Reader DC, click the **FILL & SIGN** option on the right side to complete the form by typing in the form fields. Use the **TAB** key to move to the next form field.



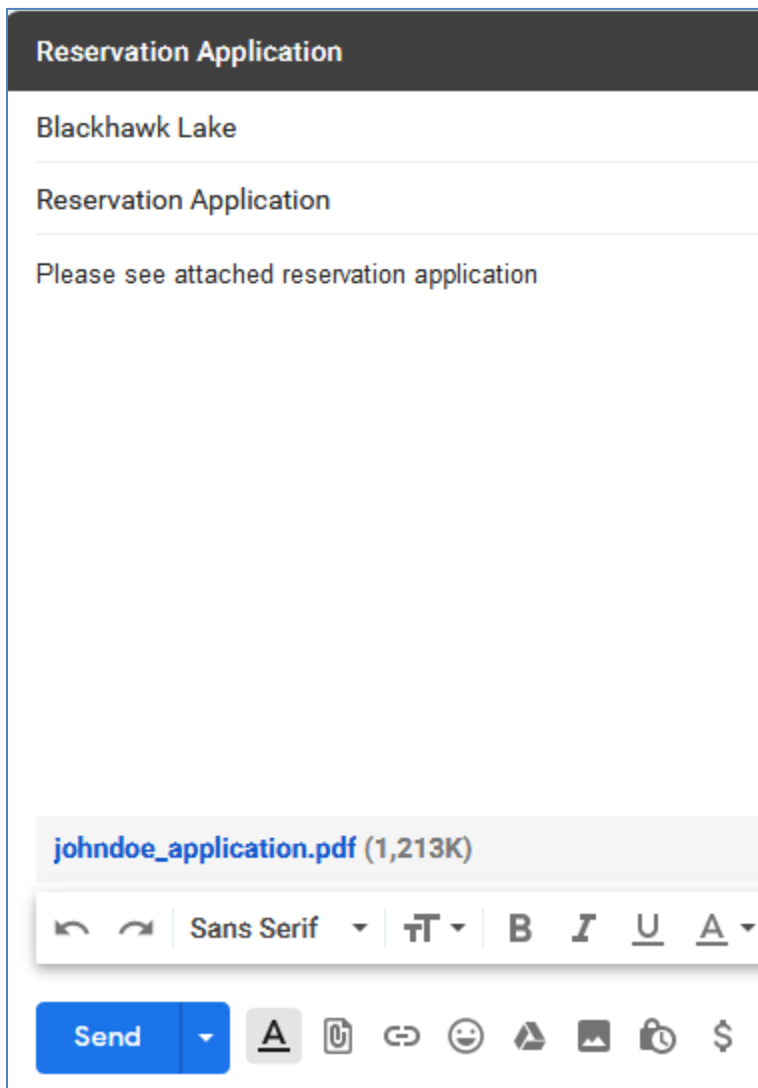
**Step #5:** After completing the reservation application, save the PDF file when finished by clicking the **SAVE** button as shown below or by going to the **FILE** menu --> **SAVE AS**. You can choose any location (folder) to save the PDF file and you can name the file something like **“yourname”\_application.pdf** (substitute “yourname” with your actual name).



**OR**



**Step #6:** Using your email account, create a new message to [bhlake@mhtc.net](mailto:bhlake@mhtc.net) and a subject - something like **RESERVATION APPLICATION**. You can type a message in the body of the email if you would like. Attach the PDF file you just created and saved in Step #5 and send the email.



Alternately, you can choose to print the reservation application and mail it to:  
Blackhawk Lake Recreation Area  
2025 County Highway BH  
Highland, WI 53543

After the application has been received, Blackhawk Lake staff will process the request and notify you of the status.