

**REQUIRED FOR DEPOSIT RETURN**  
**ALL CLEANUP MUST BE DONE IMMEDIATELY**  
**FOLLOWING EVENT!**

**SHELTER MUST BE COMPLETELY CLEANED - REMEMBER TO LOCK ALL DOORS**

If there are any questions during off-business hours call Robin Honl at (715) 896-5281

1. NO DRIVING OR PARKING ON GRASS
2. NO PARKING AT UPPER LEVEL
3. If shelter(s) left unattended at any time doors must be locked.
4. Do not enter and set up shelter until day of event.
5. Empty garbage and carry down to dumpster (garbage bags are provided).
6. Sweep floors (broom and dustpan provided).
7. Wipe and clean off tables and counters.
8. Put tables back in order.
9. Clean up kitchenette.
10. Deposit charcoal and ashes in container by dumpster.
11. Remove all tape and tacks used during function. DO NOT USE STAPLES, NAILS OR DUCT TAPE.
12. NO GRILLS SHOULD BE PLACED ON CONCRETE, PICNIC TABLES OR GARBAGE CANS. Gravel area provided for Upper Shelter and Recreation Shelter.
13. DO NOT USE BALLOONS IN LOWER SHELTER WHEN CEILING FANS ARE RUNNING.
14. Empty all items from refrigerator.
15. UPPER SHELTER – Turn off lights, lock door, secure counter doors, lock bathrooms.
16. LOWER SHELTER - Turn off lights, secure sliding doors and lock front doors.
17. Return key to City Hall on next working day (Mon-Fri 8am-4:30pm).