

REQUIRED FOR DEPOSIT RETURN

**ALL CLEANUP MUST BE DONE IMMEDIATELY FOLLOWING EVENT!
SHELTER MUST BE COMPLETELY CLEANED - REMEMBER TO LOCK ALL DOORS**

Questions or concerns during off-business hours call: **Dain Crawford (715)-299-4260**

- No driving or parking on grass.
- Temporary parking at upper level permitted for loading and unloading only.
- If shelter(s) are left unattended at any time, doors must be locked.
- Do not enter and set up shelter until day of scheduled event without prior approval.
- Empty all garbage cans within designated area and dispose in dumpster.
(Garbage bags are provided for replacement when finished)
- Sweep floors.
(Broom and dustpan provided)
- Wipe and clean off tables and counters.
- Put tables back in order.
- Clean up kitchenette.
- Deposit charcoal and ashes in container by dumpster.
- Remove all tape and tacks used during function.
(Do not use staples, nails, or duct tape. Renter may be held liable for damage)
- Grills are only permitted for use on gravel area.
(Do not place grills on concrete, picnic tables, or trash cans. Renter may be held liable for damage)
- Do not use balloons in the lower shelter if the ceiling fans are running.
- Empty all items from refrigerator.
- UPPER SHELTER - Turn off lights, secure roll-up kitchen doors, lock kitchen entry door, lock bathrooms.
- LOWER SHELTER - Turn off lights, secure sliding doors with latch and floor locks, lock front entry doors.
- Return keys to City Hall on next working day (Mon-Fri 8am-4:30pm).