



## DOOLEY PARK PAVILION RENTAL CHECKLIST

- Remove all remnants of decorations (examples, to inclusive: string, balloons & shards, tape...)
- Fold all chairs and tables and return to the storage racks
  - Cleaned (top, bottom, legs)
  - Undamaged
- Sweep or dust mop all floors
  - Kitchen
  - Bathrooms
  - Foyer
  - Main Room
- Wet mop all hard floors—leaving no footprints
  - Kitchen
  - Bathrooms
  - Main Room
- Take all garbage from the main room, kitchen, restrooms, and parking lot to the dumpster and replace garbage bags in receptacles.
- Thoroughly clean and sanitize kitchen sinks, counters, stove tops, ovens, microwave, coffee pots, and roasters.
- Wipe down bathroom fixtures if accidents or spills occurred.
- Return thermostat temperature to 62 degrees.
- Leave soiled dishtowels and cleaning rags on the kitchen counter.
- Turn off all lights. Switch off ceiling fans (Switch located on wall near kitchen door.)
- Lock all doors: Side, back and front.
- No signs or posters are allowed on the walls. No thumbtacks, tape, staples, or putty are to be used on walls, tables, or ceiling inside or outside of the building.
- No parking where posted.
- No SMOKING in the building or within 15 feet of any entrance.
- No alcoholic beverage allowed on Village property.
- No animals allowed in building except for service animals.

**Please note: Refusal to follow these rules may result in you or your group's suspension from using the property in the future.**

Checks made out to: **VILLAGE OF DOWNS**

Check Memo: **for Dooley Park Pavilion damage and cleaning deposit fees**

By: \_\_\_\_\_

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

Check \$ \_\_\_\_\_

Check #: \_\_\_\_\_

Cash \$ \_\_\_\_\_