



DOOLEY PARK PAVILION
RENTAL RULES & CLEAN-UP CHECKLIST

****Please read, fill in information at bottom and leave on the kitchen counter after your rental. Thank you.**

RENTAL RULES

- No signs or posters on the walls.
- No thumbtacks, staples, or putty to be used on walls, doors, 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 beverages allowed on Village property.
- No animals allowed in building except for service animals.

CLEAN-UP CHECKLIST

- Remove all remnants of decorations (ie. string, balloons & shards, tape. . .).
- Clean and fold all chairs and table and return to the storage racks.
- Sweep and mop all floors: kitchen, bathrooms, main room. Brooms, dust mop, mops and bucket are in the kitchen.
- Remove all garbage from the main room, kitchen, restrooms, and parking lot. Deposit bags in the dumpster near the pavilion. Replace garbage bags in the receptacles. Bags are on a shelf behind the kitchen door.
- Thoroughly clean kitchen sinks, counters, stove top, oven, microwave, coffee pots, roasters, and any other kitchen items you've used.
- Leave soiled dishtowels and cleaning rags on the kitchen counter.
- Wipe down bathroom fixtures if accidents or spills occurred. Check that toilets have been flushed.
- Return thermostat temperature to 59 degrees on all 3 furnaces.
- Turn off all lights. The switches are in the kitchen.
- Turn off ceiling fans. The switch is located on the wall near the kitchen door.
- Close and lock all garage doors and main entry door.

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

I, _____, left the Pavilion clean according to this checklist.

Date: _____ Contact phone#: _____