

FACILITY CLEAN-UP CHECKLIST

- Place all of the garbage in closed bags or trash cans. One bag is provided in indoor trash cans. Leave all bags & indoor trash cans inside the building by the front door.
- Sweep up the floor before you wet mop it**
- Wet mop the floors**
- Wash off the tabletops & countertops
- Wash out the sinks
- Turn off the oven & wipe up any spills / over-bakes
- Empty the refrigerator & wipe up any spills
- Take down any decorations that you put up
- Put all tables, chairs, & benches in their original position
- Take all of your personal belongings with you
- Turn off lights
- Lock all doors & windows



Remember that you are only authorized to be in the facility during the event date & hours listed on your rental contract.

For concession stands, events & cleanup must be completed by 11:00 p.m.

For cabins & fieldhouses, events must end by midnight. Renters of cabins & fieldhouses may stay inside the facility until 2 a.m. to clean.

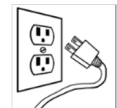
*****All applicable tasks must be completed by the end of your rental period. Failure to do so will result in forfeiture of your deposit.*****

WHO TO CALL

- For problems with the facility or issues with cleanliness outside of regular office hours, call **(920-323-0850) prior to use of the facility.** If no answer, call the Police Dept. Joint Dispatch Center at their non-emergency number (920-683-4470). They are able to contact alternate on-duty personnel.

REMINDERS

- Cabins & fieldhouses are heated, but none have air conditioning.
- Snow shoveling is the responsibility of the renter (shovel provided in cabins & fieldhouses).
- Facility outlets can only handle 2000 watts. To avoid tripping breakers, do not plug more than one Nesco (1400 watts) or other slow cooker / heated food appliance into a double receptacle in the kitchen areas nor into receptacles on the same circuit outside of the kitchen areas (even if it is turned on low).
- Use of Glitter, Confetti, Pinatas, Staples, Tacks and Glue are prohibited
- Smoking is not allowed in all city-owned indoor facilities



KEY / DEPOSIT RETURN

- Keys can be placed in the night drop box at City Hall by the west steps on the south side of the building near 10th St. Facility keys must be returned by the 2nd business day following the rental unless prior arrangements were made. **Keys not returned within 5 business days of the rental will result in forfeiture of the deposit.**
- Deposits paid by credit card will be credited back to the same card. Deposits originally paid by cash or check will be issued by check generally on the first Friday following the rental provided the key has been returned by the end of the day Tuesday and the facility/equipment is in the same or better condition than it was prior to the rental. For keys returned after Tuesday, checks will generally be issued on the second Friday.



Thank you for renting a City of Manitowoc facility! City of Manitowoc Parks Division • 900 Quay St., Manitowoc (920) 686-3580 • Mon-Thurs 7:30 AM – 5:00 PM & Fri 7:30 AM – 11:30 AM • E-mail: parksadmin@manitowoc.org