



# Thompson Stone Hall @ Otsego Park

## Cleaning, Securing and Facility Inspection Sheet

Rental Date:		Rental Contact Name/Number:	
Arrival Time:		Departure Time:	
*Alcohol Permit:		Special Use Permit:	

\*Alcohol permitted in designated areas only with permit.

The following checklist will assist you with cleaning and lock-up procedures. A park ranger *may* meet you at the arranged departure time to inspect the premises. If your group finishes prior to the scheduled departure time, please complete the items below to satisfy your rental agreement and ensure the security of the facility. Finally, notify the on-duty ranger that you are finished.

You are responsible for the interior of the *RENTAL HALL* throughout the scheduled arrival and departure times listed on your reservation form.

- Be sure all tables and chairs have been thoroughly cleaned prior to stacking into the storage room.
- Empty all trash containers. Place bags into the large dumpster located outside, west side service parking area.
- Check all windows to make sure they are closed and locked.
- Check the stove and oven to make sure they are cleaned and turned off.
- Make sure the kitchen counters are clean and the sink strainers are free of food debris.
- Check the refrigerator to make sure all food has been removed.
- All catering equipment must be removed from the premises by the end of your rental.
- Inspect porch, deck, restrooms and parking lot for litter.
- It is not necessary to mop the floor, however please clean up any food scraps.
- Lock the interior glass door to the overlook room using the deadbolt.
- Close and lock the kitchen door.
- Close and lock doors using the hex key (main and deck doors).

Your cooperation is greatly appreciated and allows for the continued use of this facility at a relatively inexpensive cost to future groups.

If you need assistance, please contact the on-duty ranger at the number circled below:

Eric Shiffler	419-575-7331	Shawn Ruemmele	419-575-7333
Mark Reef	419-575-7334	Mark Wagner	419-575-7335
Todd Nofzinger	419-575-7336	Troy Bateson	419-575-7337

**Damages** – The rental contact above agrees to reimburse the Wood County Park District for any damages sustained by Park District property, either real or personal, resulting from the use of said property by the undersigned or members of the group, organization, family members or guests of the undersigned.

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Signature: \_\_\_\_\_