

FACILITY CHECKLIST

JACKSON ST.

KITCHEN

Rules

- Do not enter the facility until the start time of your rental.
- Everything must be cleaned and removed from the facility before the ending time of your rental.
- Do not attach or hang anything from the ceiling.
- Do not tack, nail or in any way affix anything to the walls.
- No glass containers.
- No smoking or use of tobacco is allowed in the facility.
- Report any damages immediately upon arrival at the facility.

Checklist

- Move any tables that you moved back to their original spot. (3 picnic tables inside & 6 picnic tables outside)**
- Make sure counter tops and sinks are clean.
- Empty and clean the refrigerator.
- Clean the stove and oven if you use it.
- Make sure floors are swept and cleaned.
- PUT ALL TRASH IN THE OUTDOOR CANS.** (Do not leave any trash in the facility.)
- Turn off lights.**
- Turn off fans.**
- TURN OFF AC/HEAT.**
- Close and lock all windows.
- Close and lock all doors.
- Report any damages.
- Return the key.

INFORMATION:

CHECK FOR ANY DAMAGES WHEN YOU ARRIVE.

IF THERE ANY ISSUES DURING YOUR RENTAL CALL

979-277-7373

(NON-EMERGENCY DISPATCH) AND ASK FOR THE PARKS PERSON ON CALL.

EXTRA TRASH CAN BAGS ARE IN THE CAN UNDER THE CURRENT BAG.

FOR ANY OTHER QUESTIONS CALL THE PARK CENTRAL AT 979-337-7250.

NOT FOLLOWING THE RULES OR THE CHECKLIST WILL RESULT IN LOSS OF ALL OR A PORTION OF YOUR DEPOSIT.