



**Park Building Checklist**  
**Public Works – Park Division (rev. 05/18)**

Items to be Completed – Bring your own cleaning supplies, garbage & recycling bags	Initial When Completed
Remove all food, beverages and condiments from refrigerator and freezer	
Wipe out refrigerator & freezer – <b>DO NOT UNPLUG REFRIGERATOR AND FREEZER</b>	
Wipe down kitchen & bar area	
Wipe, take down, return table & chairs to original location	
Take down & remove all decorations <b>COMPLETELY</b>	
Sweep & spot-clean floors (broom & dustpan near the kitchen; dust mop near the light switches)	
Pick up & bag all garbage & recycles, place in dumpsters outside	
Shut & secure all windows	
Shut & secure all doors – restroom, front & back	
Turn off all lights & ceiling fans	
Turn down heat to 58°F	

**Park Facilities close at 10 p.m. per City of Kenosha Ordinance. At this time, your event must end and guests must leave the park. To make sure the rented facility is cleaned and emptied of all personal items, the permittee is allowed to stay until 10:30p.m.**

All cleanup by the permittee is mandatory after the event and the permittee accepts all responsibility for the cost of any damage to the facilities. If the facility is not cleaned properly, charges will be deducted from your deposit and/pr billed to you. Make sure to read the 'Park Building Rental Rules and Regulations'.

**Keys must be returned the next business day, following the event.** Return Date: \_\_\_\_\_

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