



Park Building Checklist
Public Works – Park Division (rev.01/2020)

Items to be Completed – Bring your own cleaning supplies, garbage & recycling bags	Initial When Completed
Remove all food, beverages and condiments from the premise (e.g. refrigerator and freezer, etc)	
Wipe out refrigerator & freezer – DO NOT UNPLUG ANY EQUIPMENT	
Wipe down kitchen & bar area	
Wipe, take down, return table(s) & chairs to original location	
Take down & remove all decorations COMPLETELY	
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 building/facility and 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/or any charges over the deposit will be 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. Key Return Date: _____
 All keys signed out must be returned the next business day after the event. For any late or lost keys, the individual and/or organization will be charged a \$50 fee per key not returned. This may be taken from the deposit and/or invoiced to the individual and/or organization.

Signature: _____