Please check off the following items before leaving the building. Please complete and sign the checklist and leave it with your key in the building.

- Conservation Building
- Community Building

Name _________________________

Rental Date___________________

AED is located in the Kitchen. Notify Park Staff if it is used.

- All decorations are removed
- Tables are wiped off and put back on the carts
- Used towels are left in sink or on counter
- Chairs are put back on the chair carts
- Trash is emptied and taken to dumpster. Please do not leave trash in building.
- Ovens are turned off, and stove tops are wiped down
- Refrigerator is emptied
- Floor is swept
- Floor is mopped
- Windows are closed and locked
- All doors are locked
- Winter: Heat is set to 65 degrees
- Summer: Air is set to 72 degrees

Please report any problems:
- ___________________________________
- ___________________________________
- ___________________________________

Thank you for choosing Falls Park for your special event.