



## **FALLEN LEAF LAKE SHELTER – RENTAL CHECKLIST**

*When you arrive at the shelter, please note the condition of the facility. You have the facility reserved from **10:00 am to dusk**. Please immediately report any damages, graffiti or other apparent discrepancies by calling (360)737-0592 and state that it's a parks issue. If you are using crock pots or other electrical devices at your event, please only plug one in per receptacle.*

***When you leave the shelter, you are expected to complete the following:***

\_\_\_ Pick-up all trash and litter from the picnic shelter area and outside areas. Please bring your own large plastic garbage bags.

\_\_\_ Move all tables back to the original location.

\_\_\_ Wipe down all tables, benches, counters, sinks, floors, bathrooms, etc. with a cleaning agent, so that these areas are as clean or are cleaner than when you arrived. You must bring your own paper towels or rags and cleaning solvents.

\_\_\_ Turn off all lights in the shelter area. Lock the bathroom and gate when leaving.

\_\_\_ Place all litter and garbage in bags and place them in the dumpster. In the event the dumpster is full, you must take the garbage with you. You may bring these bags to the dumpster at the Camas Community Center, located at 1718 SE 7<sup>th</sup> Avenue. Failure to deposit your trash bags will result in the loss of your cleaning deposit.

*Please report any damages immediately by calling (360)737-0592 and state that it's a parks issue.*

**When the above list has been verified, the City will refund your deposit. If the City must re-clean the picnic shelter area, the City may keep all of your \$500.00 cleaning deposit. Please double-check your cleaning efforts and other checklist items.**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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