

# FACILITY CHECKLIST

# HENDERSON

# 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.

## Checklist

- Put up tables & chairs.
- Move any picnic tables that you moved back to their original spot.
- 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:

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CHECK FOR ANY DAMAGES WHEN YOU ARRIVE.

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IF THERE ANY ISSUES DURING YOUR RENTAL CALL

**979-277-7373**

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

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

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

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