

DAMAGE DEPOSIT CHECK LIST

To picnic groups: This is the form that the Park Attendant on duty the day of your event will complete at your "check-out". It will then be given to the Parks & Recreation Director and used to determine charges, if any.

- 1.) Has all trash been cleaned off tables, ground, etc. and put in proper receptacles? YES _____ NO _____
Also check for pieces of balloons left on ground from balloon tosses, etc.
- 2.) If the group moved any picnic tables, did they move them back to their original positions? If not, have the group move them back **PRIOR** to completing this checklist! YES _____ NO _____
- 3.) Were any coals from the grills dumped on the ground? YES _____ NO _____
- 4.) Was any boiling water, clam shells, etc. dumped on ground? (If any shells are on the on the ground, make sure the group picks them up prior to completing this checklist! YES _____ NO _____
- 5.) Did group leave any car ruts in the grass? YES _____ NO _____
- 6.) Were the picnic tables cleaned of all debris, spills, etc.? YES _____ NO _____
- 7.) Were decorations removed? (Including any signs at the park entrances) YES _____ NO _____
- 8.) **LODGE ONLY:** Has any grease or other debris been poured in the kitchen sinks? YES _____ NO _____
- 9.) **LODGE ONLY:** Have the refrigerator and stove been emptied of food, any spills cleaned up, etc.? YES _____ NO _____
- 10.) Did the group leave the park by closing time posted at entrances? YES _____ NO _____

If **NO**, what time did they vacate? _____

Any other problems, comments, etc.: _____

Responsible person's signature

Park Attendant's signature

FEES

LATE FEE: If a group leaves **after the park's designated closing time**, they will be charged **\$25.00 per hour** against their Damage Deposit, regardless of whether it is 5 minutes or 55 minutes (caterer included!).

CLEAN UP/DAMAGE FEE: A **\$25.00 per hour clean-up charge** will be assessed against the Damage Deposit if a group leaves trash on tables or ground, moves or rearranges picnic tables and does not move them back to their original positions, dumps coals on the ground, drives a vehicle on the grass and leaves a rut(s), etc. If something is **damaged**, the group will be charged the replacement/repair cost.

PLEASE NOTE: **Park staff are simply doing their job! Obscene or abusive language or actions directed towards park staff will not be tolerated, and will affect the groups' future reservation privileges!**

OFFICE USE ONLY

DAMAGE DEPOSIT RECEIVED: (initial) _____ DATE: _____

DAMAGE DEPOSIT VOIDED: (initial) _____ DATE: _____

CHARGES (if any): _____