

# FACILITY CHECKLIST

# JACKSON ST.

# 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.
- Report any damages immediately upon arrival at the facility.
- NO FRYING INSIDE.**

## Checklist

- Move any tables that you moved back to their original spot. (3 picnic tables inside & 6 picnic tables outside)**
- 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.**