



Clean Up Checklist

Wisconsin Rapids Parks & Recreation Shelter Rentals



This checklist is to ensure that your end-of-event cleanup of your rental area is complete, complies with the terms of your rental agreement, and avoids additional charges as defined in the Application for Rental of Park Shelters/Equipment.

Helen's House

- **Clean the kitchen.**
Ensure counters, sinks, refrigerator, and floors are clean. Please note that you will need to bring cleaning supplies.
- **Sweep all floors and SPOT WASH** where necessary.
- **Return all tables, chairs, etc.** to their proper places.
- **Do not leave food behind.** Verify that the refrigerator is tidy and has been emptied of all food, drinks, and condiments. Clean up any spills.
- **Check to make sure doors are locked** when leaving (restrooms should remain open).
- **Place bagged garbage and recycling carts** by receptacle near entrance gate.
- **Remove everything you have brought in,** including all decorations.
- **We cannot guarantee cleaning supplies will be available.** (A broom or mop may be available.) Please plan accordingly.

Please report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, Monday-Friday, 8 a.m.-4:30 p.m., (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

***PLEASE NOTE:** Your reserved shelter is available to you ONLY on the day of your reservation! Entering shelter prior to, or after, the day of your reservation may result in loss of your deposit.*