



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.

Rapids Room

681 Chestnut, Wisconsin Rapids, WI 54494

- Clean the kitchen.
Ensure counters, sinks, refrigerator, microwave and floors are clean.
- Sweep all floors and SPOT WASH where necessary.
- Return all tables, chairs, etc. to the chair and table storage area.
- 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 all doors are locked when leaving.
- Remove everything you have brought in, including all decorations.
- Switch off lighted red restroom switch before you leave.
- Use Allen wrench to lock doors.
- City staff will dispose of garbage and recycling.
- 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.*