



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.

Robinson Park

- **Remove everything you have brought in**, including all decorations.
- **Return all tables, chairs, etc.** to their proper places.
- **Do not leave food behind.** Verify that the shelter area is tidy and has been emptied of all food, drinks, and condiments. Clean up any spills.
- **Place garbage and recycling carts** 3 feet from dumpster.
- Restrooms have automatic locks and will be open between 8 a.m.-11 p.m.
- Lights will automatically turn off at 11:15 p.m.
- 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.*