

# DAKOTA LODGE CHECK-OUT REPORT

Group/Permit Holder Name: \_\_\_\_\_

Check out Date/Time: \_\_\_\_\_ Facility Attendant: \_\_\_\_\_

Thank you for choosing Dakota County Parks, forever wild. We hope you enjoy your stay. Renters are responsible for leaving the rental facility/area and surrounding grounds in clean, ready-to-use condition. This Check-out Report should be used by the Permit Holder as a guide to performing all necessary tasks **PRIOR** to the confirmed check-out time. If you have questions or concerns, you may call the Lebanon Hills Visitor Center at 651-554-6530 or the Parks 24-hour Facility Assistance Line at: 651-707-2158.

**THE PERMIT HOLDER MUST REMAIN ON THE PREMISES UNTIL THE FACILITY ATTENDANT ARRIVES FOR CHECK OUT.**

## WEEKDAY RENTALS: (Please use cleaning supplies provided)

### Great Room:

- Wipe tabletops.
- Return furniture to standard room set-up, including picnic tables on terrace.
- Empty trash & recycling bins. Use cart located in the kitchen trash room to collect trash and recycling. Haul to dumpster in parking lot. Leave cart in the trash room. Replace bags. Extra bags located in open closet in hallway.
- Close and secure windows.
- Turn off fireplace.
- Vacuum carpet as necessary.
- Remove all personal belongings.
- Return all AV Equipment.
- REMAIN ON PREMISES UNTIL THE FACILITY ATTENDANT ARRIVES.**

### Kitchen:

- Remove all food debris & empty refrigerator & freezer.
- Clean & wipe down: Counter tops, stovetop, oven, refrigerator, freezer, microwave, coffee maker & pots, and sinks where necessary.

### AV EQUIPMENT INVENTORY:

TV/DVD/VCR (and remote)	_____
Overhead Projector	_____
3 Microphones (in PA system)	_____
Extension Cords (wind cords)	_____
LCD Projector	_____
White Marker Board (clean)	_____
Media Cart	_____
Easel	_____

## WEEKEND EVENTS & WEDDING RECEPTIONS:

### Great Room:

- Close and secure windows.
- Turn off fireplace.
- Remove all personal belongings, including any decorations.
- Return all AV Equipment.

### Terrace:

- Return picnic tables to terrace.

### West St. Paul Side:

- Clean bathrooms & clean and return furniture in the multipurpose room(s) to standard room set-up.

### Kitchen (coordinate this work with caterer):

- Remove all food debris & empty refrigerator & freezer.
- Clean & wipe down: Counter tops, stovetop, oven, refrigerator, freezer, microwave, and sinks where necessary.

- REMAIN ON PREMISES UNTIL THE FACILITY ATTENDANT ARRIVES.**

## COMMENTS: (Use back if necessary)