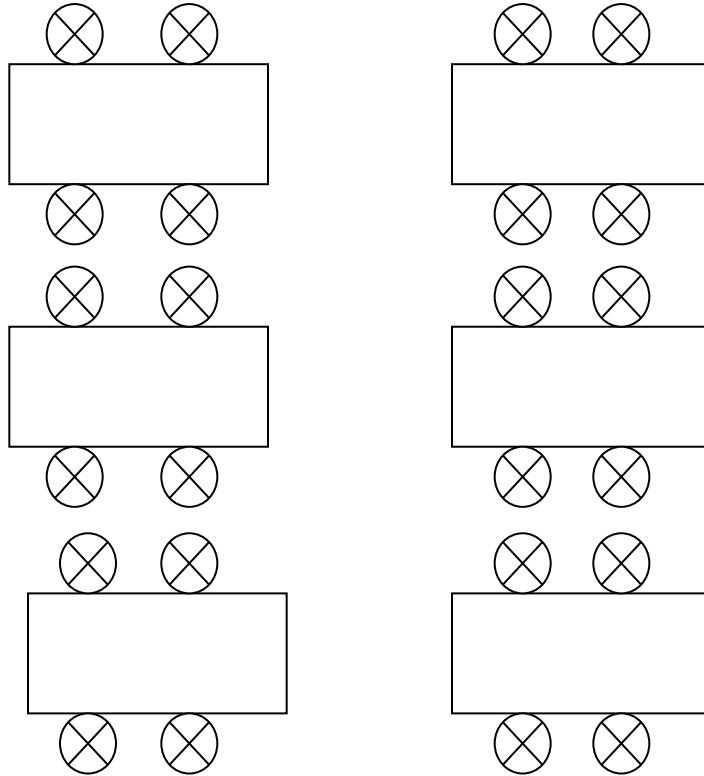


Discovery Room Standard Room Set-up:

6 tables with 4 chairs each:

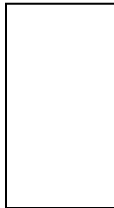
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Closet:  
Extra  
tables &  
media  
carts.

Sink  
cabinets:  
Cleaning &  
coffee  
supplies

Closet:  
Extra  
chairs,  
easels, &  
coat rack



\*See the Facility Host for brooms, vacuum and garbage bags.

# DISCOVERY ROOM CHECK-OUT REPORT

Updated 4/27/11

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

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

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. A Facility Host will be on staff throughout your entire rental period should you have any questions or concerns. Dakota County Parks are now smoke-free. Smoking is only permitted in parking lots and roadways.

## DISCOVERY ROOM: (Please use provided cleaning supplies)

- Wipe tables, sinks and countertops. Clean coffee maker and pots.
- Sweep floor, mop if needed.
- Return furniture to standard room set-up, including picnic tables on terrace. (See reverse for standard room set-up.)
- Empty trash & recycling bins and haul to the dumpsters in parking lot. Replace bags.
- Close and secure windows.
- Remove all personal belongings.
- Return all Equipment.
- Check-out with onsite Facility Host

## EQUIPMENT INVENTORY:

|                               |       |
|-------------------------------|-------|
| TV/DVD/VCR (and remote)       | _____ |
| Overhead & Slide Projector    | _____ |
| Extension Cords (wind cords)  | _____ |
| LCD Projector                 | _____ |
| Laptop                        | _____ |
| White Marker Board (clean)    | _____ |
| Media Cart                    | _____ |
| 3 Easels                      | _____ |
| Coffee maker                  | _____ |
| Coffee Air Pots (5)           | _____ |
| Coffee Carafes (pitchers) (2) | _____ |
| Marquee Sign                  | _____ |
| Magnet Sign                   | _____ |

## COMMENTS:

