

Camp Sacajawea Lodge Standard Room Set-up:

Clean, take down, stack, and store **all** tables and chairs from the Lodge Main Room. Store all tables in the storage rack in the Main Room and chairs on the chair racks in the Office off the hallway.

Clean and return all borrowed Lodge equipment to proper cupboard location including coffee makers, toasters, pots and pans, games, etc.

Cleaning supplies, vacuum and extra trash bags located in the maintenance room off the hallway.

Garbage/Recycling dumpsters and totes located in the Lodge parking lot.

CAMP SACAJAWEA RETREAT CENTER CHECK-OUT REPORT

Updated 4/27/11

Group/Permit Holder Name: _____

Check out Date/Time: _____ Facility Specialist: _____

Thank you for choosing Dakota County Parks, forever wild. We hope you enjoy your stay. Please note, outside firewood is not allowed. All firewood is provided and included with the rental fee. 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, first call the Lebanon Hills Visitor Center at 651-554-6530. If after-hours, please call the Parks 24 Hour Facility Assistance Line at 651-707-2158. Dakota County Parks are now smoke-free.
Smoking is only permitted in parking lots and roadways.

FACILITY:

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| <input type="checkbox"/> Lodge | <input type="checkbox"/> Gooseberry | <input type="checkbox"/> Jack Pine | <input type="checkbox"/> Sumac | <input type="checkbox"/> Red Oak | <input type="checkbox"/> Elm |
| <input type="checkbox"/> Outdoor Classroom | <input type="checkbox"/> Black Cherry | <input type="checkbox"/> Blue Spruce | <input type="checkbox"/> Red Pine | <input type="checkbox"/> Bur Oak | <input type="checkbox"/> Popple |

LODGE: (Please return the Lodge to the condition you found it. Cleaning supplies provided.)

- Furniture/Floor:** Sweep/vacuum all floors/rugs, mop areas where necessary. Put away all furniture and return room to standard room set-up.
- Restroom and showers:** Pick-up paper and other trash. Clean as necessary. Remove garbage and replace the bag.
- Kitchen:** Clean tabletops, cupboards, counters, sink, and appliances including microwave, refrigerator, oven, and stove element dishes.
- Kitchen:** Empty cupboards, refrigerator, and freezer. Clean and return borrowed Retreat Center supplies to their proper location.
- Trash:** Empty all trash and recycling containers and haul to dumpster in parking lot. Replace bags.
- Lodge & Grounds:** Extinguish fire in outdoor fire ring. Remove personal items and pick-up trash.
- REMAIN ON PREMISES UNTIL THE FACILITY SPECIALIST ARRIVES.**

EQUIPMENT INVENTORY:

- Facility Key Ring _____
- 50 Stacking Chairs, 1 highchair _____
- 9 Banquet Tables, 2 Square Tables _____
- TV/DVD/VCR (and remote) _____
- White Screen _____
- 2 Fire Extinguishers _____
- Vacuum _____
- Fireplace Tools _____
- First Aid Kit _____
- 3 Portable Fans _____
- Easel _____
- Weather Radio _____
- CD Player _____

CAMPSITES: (Please return the Campsites & Restrooms to the condition you found it.)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Campsite/Grounds: Extinguish fire in fire ring. Remove personal items and pick-up trash. Haul and recycling trash to dumpster in Campsite parking lot. <input type="checkbox"/> Restrooms: Clean out restrooms. Sweep and mop as needed. | <ul style="list-style-type: none"> <input type="checkbox"/> Water: Confirm water is turned off. <input type="checkbox"/> REMAIN ON PREMISES UNTIL THE FACILITY SPECIALIST ARRIVES |
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OUTDOOR CLASSROOM: (Please return the Outdoor Classroom to the condition you found it.)

- Classroom/Grounds:** Extinguish fire in fire ring. Remove personal items and pick-up trash. Haul and recycling trash to dumpster in Campsite parking lot.

NOTE: The Outdoor Classroom can now be reserved for private use by customers already renting the Lodge or Campsite(s). If you would like to use the Outdoor Classroom and have not made a reservation, please check with the Park Facility Specialist at check-in. Reservation information will also be posted at the Outdoor Classroom.