

Gathering Room Standard Room Set-up:

Clean, take down, stack, and store **all** tables and chairs from the Gathering Room. Store all furniture in the storage room off the hallway.

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

Garbage/Recycling Totes located just outside the catering entrance off the hallway.

GATHERING CENTER CHECK-OUT REPORT

Updated 4/27/11

Group/Permit Holder Name: _____

Check-out Date/Time: _____ Facility Specialist/Facility Host: _____

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 may be 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.

WEEKEND DELUXE/WEDDING EVENTS:

EQUIPMENT INVENTORY:

- Close and secure windows.
- Remove all personal belongings, including any decorations.
- Return all Equipment.
- Check out with onsite Facility Host

VGA/Video Cables _____
Microphones: _____
(1-wireless, 2-lapel, 1-corded
with mic stand) _____
Extension Cords (wind cords) _____
Guest Book Stand _____
Marquee Sign/Magnet Sign _____
Easels (2) _____
Coffee Maker _____
Coffee Air Pots (3) _____
Coffee Carafes (pitchers) (4) _____

WEEKEND BASIC EVENTS:

- Everything required for Weekend Deluxe/Wedding Events (above).
- Furniture: Wipe down, clean and put away all furniture returning room to standard room set-up. (See reverse for standard room set-up.)
- Trash/Recycling: Empty trash & recycling bins. Haul to trash cans outside service entrance. Replace bags.
- Vacuum: Carpet and entrance rugs.
- Kitchen: Remove all food debris and empty refrigerator/freezer. Sweep and mop floor if needed.
- Kitchen: Clean & wipe down: Counter tops, stovetop, oven, refrigerator/freezer, microwave, coffee maker, coffee carafes, coffee air pots, and sinks where necessary.
- Check out with onsite Facility Host.

WEEKDAY MEETINGS:

- Everything required for Weekend Deluxe/Wedding Events (above).
- Everything required for Weekend Basic Events (above).
- REMAIN ON PREMISES UNTIL THE FACILITY SPECIALIST ARRIVES.

