



Picnic Shelter Check Out Report

Thank you for choosing Dakota County Parks. We hope you enjoy your time with us. Renters are responsible for leaving the rental facility/area and surrounding grounds in a clean condition. This Check Out Report should be used by the permit holder as a guide for performing all the necessary tasks prior to confirmed check out time. Dakota County Parks are smoke free. Smoking is permitted in parking lots and roadways only

Important Numbers

For maintenance concerns during your event please call the Lebanon Hills Visitor Center during business hours. For after hours concerns please call the After-Hours Facility Assistance Line. For security issues or emergency situations please call 911.

- Lebanon Hills Visitor Center
 - Phone number: 651-554-6530
 - Hours: Memorial Day through Labor Day 9:00 am – 7:00 pm, Labor Day through Memorial Day 9:00 am – 5:00 pm
- After-Hours Facility Assistance Line
 - Phone number: 651-438-4388
 - Available for maintenance emergencies only

Rental Responsibilities

Please return the shelter and surrounding grounds to a ready-to-use condition

- Make sure all picnic tables are returned to Standard setup. See reverse side for standard shelter setups.
- Pick up all trash and recycling from picnic shelter and surrounding area and place in trash/recycling totes behind the picnic shelter. If you move these garbage totes during your event, please place them in their original location.
- Remove all personal items. Remove all temporary signs, stakes, banners, and decorations, including piñata fragments. We recommend customers use a tarp or sheet under piñatas to aid in cleanup.
- Remove all food debris and empty refrigerator and freezer. Wipe down surfaces when necessary. Sweep and mop if needed.
- Close and secure serving window. You may close the serving window by the electronic controls located inside the kitchen. To secure the window simply ensure it is fully closed.
- Turn off all lights, switch is in the kitchen.

- Remove all belongings from serving kitchen.
- Ensure door to kitchen is fully closed and locked.

Standard Shelter Setup

Standard picnic table setup for all picnic shelters. Tables should be spaced 6 feet apart under the shelter roof.

Name of Shelter	Park Location	Number of tables under roof	Number of tables in surrounding lawn
Empire Lake Shelter	Whitetail Woods Regional Park	13	2
North Shelter	Thompson County Park	18	6
Lakeside Shelter	Lake Byllesby Regional Park	10	3
Jensen Lake Shelter	Lebanon Hills Regional Park	12	14
Holland Lake Shelter	Lebanon Hills Regional Park	5	2
West Shelter	Spring Lake Park Reserve	13	6
East Shelter	Spring Lake Park Reserve	5	5
Cannon Shelter	Miesville Ravine Park Reserve	9	0
Archery Shelter	Spring Lake Park Reserve	11	2
Trout Brook Shelter	Miesville Ravine Park Reserve	3	1