



## Empire Lake 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