



NAME: _____ DATE: _____

SIGNATURE: _____ TIME: _____

PARK: _____ SHELTER #: _____

Please fill out this sheet upon cleaning the shelter and place on a table in the shelter prior to leaving.

SHELTER USER'S CHECKLIST

Please check off as you clean the shelter.	
<input type="checkbox"/>	Table tops and benches are washed off.
<input type="checkbox"/>	Floors swept and washed of any food or drinks spills.
<input type="checkbox"/>	Return tables to their original location-outside tables outside, inside tables inside.
<input type="checkbox"/>	Remove all decorations, tape, tacks, etc.... from tables, walls, ceiling.
<input type="checkbox"/>	Pick up area outside shelter of any litter and cans and place in garbage containers.
<input type="checkbox"/>	Ensure two (2) garbage containers are inside of shelter prior to leaving. Garbage beyond the two containers is considered excess and should be removed and disposed by the renters.
<input type="checkbox"/>	Shelter user is responsible to remove excess garbage from shelter
<input type="checkbox"/>	Make sure all embers from grills are completely out before disposal.
<input type="checkbox"/>	Ensure all doors are locked. Lock doors from inside that did not have the padlock key.
<input type="checkbox"/>	Turn lights off.
<input type="checkbox"/>	Lock door with the padlock. (NC Swarthout shelter does not have a padlock)

FAILURE TO COMPLY WITH THE ABOVE REGULATIONS WILL SUBJECT THE USER TO BE BILLED FOR THE COST OF LABOR AND/OR REPAIRS TO CLEAN THE SHELTER.

Any comments that would be helpful to make the use of the shelter more enjoyable.

Thank you for taking the time to fill out this list.

LA CROSSE COUNTY FACILITIES DEPARTMENT

212 6th Street North, room 1800

La Crosse, WI 54601

608.785.9770

www.lacrossecounty.org

facilities@lacrossecounty.org

PARK STAFF COMMENTS :

STAFF INITIAL: _____