



Bainbridge Island Metropolitan Park & Recreation District

CLEAN-UP CHECKLIST

FOR FACILITY RENTALS

At the end of an event, please complete and check off the following. Please be courteous to the next renter. There may not be any custodial staff in this facility prior to the next rental.

1. Thoroughly sweep and mop the floor using supplies located at the facility.
2. Pick up all remaining food items and take with you. Do not leave food in the facility.
3. Wash and dry all coffee pots, dishes, tables or equipment you have used.
4. Remove all decorations and take them with you.
5. Place any tables or chairs that were used back to their original position and location.
6. Place all trash and recycling in the proper receptacle outside the facility. Make sure lids are secure. If there are not enough garbage cans, take any extra garbage with you.
7. Make sure all personal items are out of the facility before you leave. The District is not responsible for any items left behind.
8. Close and lock all windows.
9. Turn off all lights.
10. Lock all exterior doors.
11. If the facility/park has bollards, leave the bollards locked in the down position so the road is open for other vehicles to exit.
12. Return the key and this checklist to the Aquatic Center within 24 hours of the event concluding.

I confirm that all the above items have been completed, and understand that if these items were not completed, some or all of my damage deposit will be forfeited.

Signature _____ Date _____

Print Name _____ Phone Number _____

Emergency Contacts During Facility Rental

Life threatening emergencies: Call 911

Serious facility problems:

Customer Service/Aquatic Center	206.842.2302	M-F 5a–8:30p; Sa 7:30a–4p; Su 8a–4p
Administrative Office	206.842.2306	M-F 8:30a–5p
After hours on call	206.887.8329	

To report other concerns, send email to: rentals@biparks.org Email is checked daily M-F, 8:30a-5p