

# **ATTENTION** **IMPORTANT INFORMATION**

## **Loomis Lodge/Shaw Park Rental Guests**

When renting this facility, please keep in mind that you must leave the facility in the same manner in which you found it, both inside and outside. The lodge/park is checked and maintained on a regular basis by the City's Department of Public Works. It is especially checked just prior to each event and the next day after each event. You may set up the room to fit your specific needs, however, please do not drag the tables and chairs across the floor. This will damage the tiles.

The closet located in the kitchen should have all the supplies necessary to clean up after your event. The tables should be wiped off, floors swept and mopped and tables and chairs should be put back the way they were left. All garbage from your event **MUST** be bagged up and put in the dumpster located by Shaw Park near the overflow parking area. Please see other side for cleaning checklist.

Decorations or items that need to be displayed/hung **MUST** be hung from the corkboard area that is located around the upper perimeter of the walls by tacks/push pins and **NOT TAPE**; this is the **ONLY** area items (decorations, etc.) can be hung from; any damage to the walls, ceiling and light fixtures due to nails, tacks, tape, etc. will result in an adjusted deposit return. **GLITTER IS NOT ALLOWED.**

**You will not receive your deposit if there is any damage or the lodge is not cleaned according to the checklist**

A key for Loomis Lodge **MUST** be picked up the last working day before your event, prior to 4:00 pm. Office hours are 7:30 am – 4:00 pm, Monday – Friday. The key must be returned to the City Office the next business day after your event or it may be put in our mail drop box located at the City Office by the main entrance after your event.

Please keep in mind that there may be another event the day after yours and the lodge needs to be clean and trash needs to be removed. Helping to clean and take care of the lodge will keep rental costs down and promote others to enjoy the same benefits you have just had. We appreciate your cooperation and hope you enjoy the lodge. For emergency assistance please call the City on call number at 231-414-7311.



# **LOOMIS LODGE CHECKLIST TO BE COMPLETED BY RENTERS**

## **Kitchen Area:**

- Sweep & Mop Floor
- Wipe down all counters
- Make sure sink is clean
- Take out Trash and place new trash bag in the trash receptacles
- Wipe down Refrigerator
- Make sure Refrigerator is empty
- Wipe out Microwave

## **Bathrooms:**

- Sweep & Mop Floor
- Wipe down sink counter
- Make sure sink is clean
- Make sure toilet is clean
- Take out Trash and place new trash bag in the trash receptacles

## **Main Area:**

- Sweep & Mop Floor
- Wipe down all tables & chairs
- Put all tables away in back room
- Stack all chairs and put away against back wall
- Vacuum carpeted area
- Take out Trash and place new trash bag in the trash receptacles
- Check that all windows are closed and locked
- Check that all doors are closed and locked

## **Outside Area:**

- Make sure Trash Cans outside are Emptied
- Make sure Tables outside are clean

**\*\*Dumpster is located in the overflow parking lot\*\***

**The above items must be completed prior to leaving Loomis Lodge on the day of your rental. Loomis Lodge will be checked the next day after your rental and if these items are not found to be done, your deposit will be kept.**

**The key can be dropped off at City Hall on Monday or it can be left in the drop box outside City Hall by the main entrance.**

**For emergency assistance please call the City On-Call # at 231-414-7311.**