

CROTTY PARK CHECK SHEET
To Be Completed After Each Event

Organization & Person Responsible: _____

Date of rental: _____

Stove clean	Yes/No
Floor clean	Yes/No
Kitchen Garbage emptied	Yes/No
Coffee Pot unplugged/cleaned	Yes/No
Refrigerators clean (2)	Yes/No
Sink clean	Yes/No
Counters Clean	Yes/No
Picnic Tables Clean	Yes/No
Grounds Picked up	Yes/No
Shelter Garbage Emptied	Yes/No
Doors Locked	Yes/No
Lights off	Yes/No
Ceiling Fan	Yes/No
Visible Damage	Yes/No
(If yes, describe)	

Items Available:

1 Microwave
1 30 cup coffee maker
1 Frying pan
1 Crock pot
1 Skillet (**upon request**)
2 Pancake griddle (**upon request**)
2 Ladders
1 Small step ladder
5 Tables
Various Kitchen Utensils
Bathroom supplies

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Signature of Person renting Shelter/Date Signature Representative of Park Board/Date

NOTE: NO NAILS/STAPLES ARE TO BE USED ANYWHERE IN THE SHELTER! DO NOT TURN CEILING FAN ON UNLESS WINDOWS & SCREENS IN DOORS ARE OPEN!