

**Avon Department of Recreation & Parks
Countryside Park Building Checklist**

ARRIVAL

_____ Check building for any damage prior to use and indicate as follows: _____

DEPARTURE

- _____ Clean (sweep and/or mop) all floors as needed;
- _____ Wash off all tables, fold, and put away on provided cart (2 rectangular tables in kitchen remain in place);
- _____ Remove all chairs and put in storage closet with provided cart. Please see attached picture of storage room layout.
- _____ Remove all trash and place it in the dumpster located next to the building; lock dumpster;
- _____ Return all cleaning tools to closet;
- _____ Turn all stove burners and the oven off. Empty the refrigerator and clean if necessary. Do not leave any items in the refrigerator or cabinets;
- _____ Wipe off all counters and stove and clean the sink;
- _____ Close and lock all windows and doors;
- _____ Keys/Fob returned to the Department of Recreation and Parks office or drop box outside Building #5 of the Town Hall complex. **Please submit completed checklist with key return.**

Signature of permit holder: _____

Printed name of permit holder: _____

Date: _____

Please note: You are responsible for setup and cleanup of your event at the Countryside Park Building. There is no smoking on Countryside Park Building grounds.

In case of an emergency, please call 911. For a non-emergency during business hours, please call the Department of Public Works at 860-673-6151. After normal business hours, please contact the routine police line at 860-409-4200.