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;

☐ Remove all chairs and put in storage closet on provided cart. There are two chair carts to be used for moving and storage of chairs.

☐ Remove all trash and place it in the dumpster located at the end of the parking lot; 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.