

## PARK BUILDING RENTAL POLICY

We hope you enjoy your event at the City of Stratford Park. The City asks that you make sure the building that you have rented is left the same way you found it. Following is a list to help you with this:

- \* **GARBAGE** -- all garbage that is created by your event must be removed. You may either take it home OR the dumpster keys attached to key ring allow access to the City Park dumpster. Please remember to re-lock the dumpster.
- \* **FLOORS** - a broom is available to sweep the floors with. If debris has left the floors sticky, a mop is available for clean-up. Cleaning products must be brought in by the user; the City cannot leave chemicals in buildings used by the public.
- \* **TABLES** - all tables used must be cleaned of debris and stickiness and put back under the shelter roof.
- \* **REFRIGERATOR** - make sure that all food items have been retrieved from the refrigerator -- any items left will be discarded.
- \* **SINK** - clean out and make sure that water is shut off
- \* **BATHROOMS** - the bathrooms do not need to be locked, however, before leaving, you must double check to make sure that all lights are off and no water faucets are left running.
- \* **BREAKER BOX FOR SOUTH SHELTER** – in addition to the tables and floors, make sure that the breaker box has the main breakers off and the padlock has securely shut the panel.
- \* **KEYS** - you may bring the keys to City Hall the next working day or drop the keys into the silver drop box by the city hall entrance when you are done.

**THANK YOU** very much for following these policies.  
We hope you enjoyed your visit at the Stratford City Park.