

Dear Park Renters:

The Village is happy to rent out the Village Park and pavilion to host your event; we only ask that you make sure you leave it the way you found it. In order to receive your deposit back the following must be done:

- Make sure that when you are done unloading supplies that ALL vehicles are parked in the parking lot near the play equipment or along the street (8th Street) and the gates are locked.
- Please check all the garbage cans before you leave the Park and remove/replace bags that may be full. Also, kindly pick up any trash that may have escaped and is blowing around the park
 - If the cans have garbage in them-please remove the bag and put them in the dumpster. There is a garbage dumpster and a recycle dumpster. Please empty the bags into the appropriate dumpster.
 - Extra bags are available in the kitchen to replace as needed-please leave the supply of bags in the kitchen.
- Make sure restrooms are clean and garbage is emptied
- Make sure refrigerators are emptied of your items and wiped out
- Make sure kitchen is swept out and clean
- Make sure floor of pavilion is swept and clean
- Please shut off all the lights in the kitchen and pavilion before you leave.
- Make sure all gates are closed & locked, kitchen is locked and if it is past 10 pm lock all restroom doors
- Remove all staples from the walls and picnic tables if you used staples for anything
- Return park keys as soon as possible to the Village Hall
- Cleaning supplies, extra toilet paper & paper towel can be found in the locked room in the women's restroom. Your park key will get you in that door. There is also tarps for around the pavilion if the weather is bad.

Thanks & Have Fun!

Village of Palmyra Public Works Dept.