



Richter Woods Barn Rental & Cleaning Checklist

Before Event:

- _____ Open up Barn, check in with caretaker, key from lockbox (if given code)
- _____ Familiarize yourself with garbage containers, recycling containers, replacement garbage bags, etc. Cleaning supplies are found in closet in men's restroom
- _____ No nails, screws, thumbtacks or damaging (leave hole in wall) items may be used to secure items to wall, ceiling or anywhere else. Masking tape and push pins are allowed.
- _____ No confetti, glitter, straw, hay, etc. is allowed in the barn.
- _____ No glass bottles allowed in the barn or park. Beverages must be served in plastic cups/bottles or aluminum cans
- _____ No candles/fire allowed inside the barn

During Event:

- _____ Supervise and monitor facility and guests, limit or avoid situations resulting in spills, messes, damage, etc.
- _____ Check garbage and recycling containers, empty garbage as needed
- _____ No smoking allowed inside barn

After Event:

- _____ Wipe down all tables and chairs, scrubbing off any food, spills or stains that remain
- _____ Sweep, dust, mop floors, removing all dirt, debris, garbage, food, spills, messes, etc.
- _____ Toilets, sinks, restrooms are cleaned
- _____ All push pins, masking tape, securing objects, and decorations are removed from the walls.
- _____ Chairs stacked back in original location (stackable chairs in SE corner of first floor, metal folding chairs in corner of loft)
- _____ Garbage taken out to dumpster
- _____ New garbage bags put in containers
- _____ All windows and doors are closed and locked that you may have opened
- _____ Any outside decorations or signs are removed and disposed of
- _____ All garbage is picked up outside the barn and within the park
- _____ Facility looks as clean or cleaner than when you arrived
- _____ Lights are off
- _____ Front Door is locked
- _____ Key is returned to lockbox (if given code) and code set back to 0000

I, the renter, understand that my failure to not do one of the items listed above will cause additional fees to be assessed by Le Sueur County Parks for cleaning and/or damage.

Signed (Renter)

Date

Please leave this form (checked and signed) on the closet storage shelf in the Men's Restroom at the conclusion of your event and cleaning