



RENTAL INSTRUCTIONS



FRIENDLY REMINDERS

- Do not hang anything on the walls. No tape, adhesives, 3M strips, push pins, thumb tacks, etc.
- Cooking is prohibited, although you may bring in prepared food.
- Smoking, drugs, raffles, and games of chance are also prohibited.
- The City of Green requires a Summit County Sheriff's Deputy on the premises if alcohol is being served.

BEFORE YOU LEAVE, PLEASE...

- ✓ Wipe off the tables, chairs, and all kitchen countertops. Sweep and/or dry mop floors in the main room and kitchen. Cleaning supplies are located in the storage room and/or kitchen.
- ✓ Return the tables to the original configuration with chairs pushed in. Turn off lights in the main room.
- ✓ Collect and dispose of all trash. The dumpster is located at the Central Administration Building. Please reference map. Trash bags are located in the storage room and/or kitchen.
- ✓ Wash out coffee pots. Throw coffee grounds and filters in the trash.
- ✓ Rinse out sink. Remove items from refrigerator/freezer. Wipe down microwave interior if used.
- ✓ If patio tables/chairs or standing bistro tables were used, wipe off and return to storage room.
- ✓ Make sure all patio doors are closed and locked and no exterior doors are propped open.
- ✓ Take all of your belongings with you. Anything left behind will be discarded if unclaimed after 3 business days.

If you have any questions or problems during your event, call the Parks & Recreation Division at 330-896-6621, Monday through Friday, 8:00 am to 4:00 pm. If you have a problem or emergency after hours, please contact Green Fire Dispatch at 330-896-6610.