

# Forest Hill Park Checklist

Please check off box when completed. Return form completed after event to receive deposit back in full. Thank you for using Forest Hill Park for your event!

- ☐ All trash is picked up off of the ground.
- ☐ All trashcans must be emptied out and disposed of in the green City of Perry trash can on the side of the chapel. Any trash that will not fit in the trashcan should be disposed of offsite.
- ☐ Everything in park that was accessible is locked (i.e. caboose and steeple doors)
- ☐ If anything was borrowed for the event, it is returned to its proper place.
- ☐ Everything in park is left in the same condition as found.
- ☐ Return all keys to the mailbox next to the side door of our office at 1303 Forest Hill Dr.
- ☐ The AC and lights are turned off inside of the caboose.

## Rented table and chairs

- ☐ Chairs are laid **flat** in rolling carts, and the remaining tables and chairs are put back like they were found
- ☐ Tables and chairs are wiped down after use.
- ☐ Tables and chairs are returned to storage room and stacked in an orderly manner. (If your event was held in the caboose the table and chairs can be broken down and kept in the caboose).
- ☐ Everything in storage room is put back in the same place where it was found.

## Chapel

- ☐ All trash is picked up and disposed of in the green City of Perry trash can on the side of the chapel. Any trash that will not fit in the trashcan should be disposed of offsite.
- ☐ AC is turned down to **55 in the winter** and **85 in the summer**.
- ☐ Kitchen is cleaned and left in the same condition as found (Including the refrigerator and stove).
- ☐ All kitchen appliances are turned off.
- ☐ Lights are all turned off and all doors are locked.
- ☐ If anything was borrowed for the event, it is returned to its proper place.
- ☐ Everything in Chapel is left in the same condition as found.

**\*Please report if anything was broken/damaged/in need of repair during your use of the facility:**

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