

# Town of Winchester

## Pavilion Use

1. Hours of use are 7 a.m. to 10 p.m.
2. All tables are to be cleaned after use and returned to “general use layout.”
3. Sweep or blow off concrete under tables and wipe / mop any spills.
4. **All garbage and recycling should be disposed in the dumpster and recycling bins** located on the Northwest side of building. **Replace bags in the containers.** Bags are in a cabinet in the kitchen. Return containers to “general use layout.” **Please do NOT flush any food down the toilets or drains.**
5. **Please clean kitchen. Clean any spills on counters, in and on appliances, and on floors. All surfaces should be wiped and sanitized.**
6. Leave dirty towels and dishcloths by the sink.
7. Confirm the stove is off before leaving.
8. **Please turn off all lights in the pavilion, kitchen, and bathrooms.** Breaker box is on northwest corner of pavilion—leave main breaker on)
9. **Close and secure metal rolling doors on kitchen pass-through windows and lock both kitchen doors.**
10. **Leave Bathrooms Unlocked**
11. Decorations must be removed from the premises immediately following the event, including tape, tacks, or anything used to secure them.
12. Any items left behind will be considered abandoned.
13. The cost to repair or replace town property damaged during facility use is the responsibility of the user.
14. **NO PARKING / DRIVING on grass.**
15. Keys shall be returned within 24-48 hours of facility use.

**The facility should be in ready to use condition when you leave. If these guidelines are not followed, your deposit may be forfeited.**

**IN CASE OF EMERGENCY DIAL 911.**

For Non-emergency matters please call 920.836.2948