

POLICY AND GUIDELINES ON THE RENTAL AND USE OF THE BARRETT LAKESIDE PAVILION

Rules & Regulations for Barrett Lakeside Pavilion

- No smoking or vaping allowed
- The kitchen is not Public Health approved for food preparation, so all food brought in must already be prepared, may be heated, and served
- Décor on the walls is not allowed. No hanging, no tapping, no 3M Command strips, no tacking, no sticky putty. Absolutely no exceptions to hanging anything by any means.
- There are to be table decorations only, no glitter, confetti, nothing hanging on the walls. Candles may be used if they are in self-contained containers, such as votive cups, and no tall, tapered candles may be used
- NO ITEMS are to be loaned or removed from this facility including tables, chairs, coffeemakers, and kitchen items
- Cleaning supplies/brooms/mops can be found in the utility closet
- All tables and chairs are to be cleaned off and wiped down with warm soapy water after use and returned to their storage areas
- All booths should be wiped down with warm soapy water
- Clean up any food or trash from the floor
- All garbage is to be picked up, bagged, and put in the dumpster. Place clean bags liners in cans
- Outside grounds should be checked and ensure all garbage has been picked up
- The kitchen is to be cleaned; wash and dry all kitchen items used and put back in their proper place
- Remove all decorations and personal items from the Pavilion, Gazebo and Pavilion grounds
- Please remove any leftover food following the event. DO NOT leave food in the kitchen or refrigerator. DO NOT leave coffee in coffeemakers
- Turn off all lights (all breakers except Refrigerator/Freezer and Hot Water Heater)
- Make sure to close and lock all windows
- Check to make sure all doors are locked before leaving (there are five doors)
- The City is not responsible for any lost or stolen items
- Observe all laws and Ordinances of the City of Barrett

Thank you for leaving the facility as clean as possible!