



Iredell County Parks & Recreation

Facility Departure Guidelines

Community Building: Kitchen & Meeting Room

- Remove food & beverage items from refrigerator & freezer.
- Remove your dishes, utensils, etc from cabinets and countertops and take with you.
- Clean/wipe appliances (in & out), including microwave, stovetop/oven, & refrigerator.
- Clean out sinks (no dishes, food, etc) & wipe down.
- Wipe down countertops.
- Wipe down all tables, chairs, etc.
- Remove all decorations (streamers, tape, balloons, posters, etc).
- Sweep & mop floors (Meeting Room & Kitchen).
- Remove ALL trash & recyclables from inside, and place in the rolling outside bins/receptacles.
- Return tables, chairs, and other supplies to their designated storage area(s).
- Return the thermostat to the recommended temperature for an unoccupied building.
Warm months (May-Sept): Set @ 78° A/C; Cool months (Oct-April): Set @ 64° Heat.
- Turn off lights upon departure.

Outdoor Shelters, Tables & Grounds

- Wipe down tables, benches, etc.
- Remove all decorations (streamers, tape, balloons, posters, etc).
- Sweep outdoor shelter pads & concession areas.
- Place trash & recyclables in outside bins/receptacles.

NOTES

Buildings & grounds must be left clean, free of trash, & without damage.

Kitchen items such as dishes, utensils, cups, pots/pans, paper products, etc are not provided by ICPRD.

Cleaning supplies (broom, mop, cleaning products, towels, bucket, trash bags, etc) are provided. These are to remain on-site, in their designated location, following use.

Tables, chairs, & other equipment must be returned to the designated area.

Deposit fee may be refunded following the event, provided that clean-up procedures have been followed and no damage is reported upon post-event inspection.

Failure to follow clean-up guidelines may result in denial of deposit refund, and future rental requests may be denied. Additional charges may be incurred for extensive damage or cleaning fees.

The applicant/group renting the facility shall be liable for any damages, loss, or injury sustained.

Important Numbers

EMERGENCY: 911

AFTER HOURS/WEEKENDS: Iredell County Facility Services, On-Call, 704-902-2284

Iredell County Parks & Recreation (M-F, 8am-5pm): 704-878-3103

Iredell County Sheriff's Department: 704-878-3180