

POLICIES SPECIFIC TO USE OF THE LODGE AT GINEGAW PARK

The shelter key must be picked up at the Recreation Office, 3600 Lorraine Drive, on the last business day prior to rental and returned the first business day following use. **A \$75.00 security damage deposit is required when picking up the key;** the deposit is returned at the time of key return – **provided the “post-use” inspection by Parks Department proves satisfactory.** Access to Ginegaw Lodge is permitted **only** on the date of use (ie no prior admittance for decoration or storage). **REFUNDS FOR CANCELLATIONS WILL ONLY BE ISSUED IF THE LODGE AT GINEGAW PARK IS RENTED AGAIN FOR THE SAME DATE.**

1. Use of thumb tacks/tape for decorating purposes is limited to the tack strip on the lodge walls. **NO STAPLES, NAILS OR ANY OTHER ITEM DRIVEN INTO THE WALLS OR BEAMS IS ALLOWED.**
2. During heating season, room temperature is controlled by thermostat regulation, **not by opening windows.**
3. It is the responsibility of the permit holder to secure windows and doors before leaving.
4. Counters and tables must be protected by a hard surface (cutting board/hot plate) when used for cutting or placing hot objects on them.
5. Smoking is **PROHIBITED** in the lodge.
6. **NO** open flames (ie candles) allowed. (Both inside the lodge and out). **No** balloons allowed inside Lodge.
7. Folding tables and chairs are for **inside use only.**
8. Picnic tables are to stay **on the porch.**
9. No additional picnic tables in the park should be brought to the lodge area, they are for use throughout the park.
10. Domestic animals are not allowed in the lodge, with the exception of service animals.
11. All parties must vacate the lodge **NO** later than **10:00PM – NO EXEPTIONS**
12. **Lodge Key is to be picked up on Friday between 9:00AM – 4:00PM. If the Office Staff has to make a special trip into the office because of failure to pick up key there will be an additional charge of \$25.00 which is non-refundable.**
13. **IN CASE OF A “TRUE” EMERGENCY, PLEASE CALL 585-260-5857**

Upon your departure, please make sure the floors in the kitchen and bathrooms are swept & mopped, kitchen area cleaned, stove and oven turned off, gas fireplace turned off, and all trash from inside the lodge must be bagged and placed in the toter located on the back porch. If the toter is full, please leave additional garbage outside next to the toter. Tables and chairs should be returned to their proper rack(s) and doors locked securely.

If any items supplied in the lodge are missing during the post use inspection, the renter will be held responsible for the replacement cost.

Departure checklist:

Oven/stove off _____ Gas fireplace off _____ Floors swept _____

Kitchen cleaned (countertops, stove, microwave washed down, floor mopped) _____

Bathroom (s) cleaned (floors swept & mopped, counter (s) washed down) _____

Tables washed _____ Tables/chairs put back on racks _____

Trash must be bagged and TIED then put in the toter located on the back porch _____
If toter gets full, leave trash TIED and bagged by toter.

Lights turned off _____ Doors locked _____