

## 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 TO ANOTHER PARTY.**

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. **NO OPEN FLAMES, (ie. CANDLES) ALLOWED (BOTH INSIDE THE LODGE AND OUT).**
3. **NO BALLOONS ALLOWED INSIDE LODGE. IF BALLOONS ARE FOUND “STUCK” IN THE LODGE YOUR SECURITY DEPOSIT WILL NOT BE REFUNDED.**
4. Smoking is **PROHIBITED** in the lodge.
5. During heating season, room temperature is controlled by thermostat regulation, **not by opening windows.**
6. It is the responsibility of the permit holder to secure windows and doors before leaving.
7. Counters and tables must be protected by a hard surface (cutting board/hot plate) when used for cutting or placing hot objects on them.
8. Folding tables and chairs are for **inside use only.**
9. Picnic tables are to stay **on the porch.**
10. No additional picnic tables in the park should be brought to the lodge area, they are for use throughout the park.
11. Domestic animals are not allowed in the lodge, with the exception of service animals.
12. All parties must vacate the lodge **NO** later than **10:00PM – NO EXEPTIONS**
13. **Lodge Key pick-up is on Friday between 9:00AM – 12:00PM and 1:00PM - 4:00PM unless other arrangements are made ahead of time. If the Office Staff has to make a special trip into the office because of failure to pick up the key there will be an additional non-refundable charge of \$25.00.**
14. **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 SECURELY then put in the toter located on the back porch \_\_\_\_\_  
If toter gets full, leave trash TIED SECURELY and bagged by toter.

Lights turned off \_\_\_\_\_ Doors locked \_\_\_\_\_