

Forest Hill Park Checklist

Complete checklist **entirely** after event to receive deposit back in full.

Thank you for using Forest Hill Park for your event!

- All trash is picked up off of the ground **inside** and **outside**.
- All trashcans (inside and outside) must be emptied out and disposed of in the green City of Perry trash can by the road. Any trash that will not fit in the trashcan is your responsibility and should be disposed of offsite.
- Everything in park that was accessible is locked (i.e. caboose and all chapel doors)
- If any of the park's signs or props were used, it is returned to its proper place
- Do not remove birdcages hanging up outside under the trees. They are property of the park and there will be an additional charge if they are missing or need to be rehung.
- Chalkboards are cleaned off (**No chalk pens** should be used on chalkboards)
- Everything in park is left in the same condition as found.
- The AC and lights are turned off inside of the caboose.
- Return all keys to the silver mailbox hanging next to the FRONT door of our office at 1303 Forest Hill Dr by the end of your rental time.**

Tables & Chairs

- Chairs are laid **flat** in rolling cart- **not** standing up.
- Tables and chairs are wiped down after use.**
- Tables and chairs are broken down and tables returned to the trailer outside. *Make sure to follow diagram in trailer when returning items. (If your event was held in the caboose the table and chairs can be broken down and kept in the caboose).
- Please leave 75 chairs in the chapel laid **flat** on the rolling cart or propped against the wall in the chapel, all others go to the trailer.

Chapel

- AC in chapel is turned **off**.
- Remove all balloons. Please do not let any go in the building and float to the ceiling.
- Kitchen is cleaned and left in the same condition as found (Including the refrigerator and stove).
- All kitchen appliances are turned off.
- Everything in dressing room is left the same way it was found.
- Lights are all turned off and all doors are locked.
- Everything in Chapel is left in the same condition as found.
- The only adhesive material allowed on the walls of the chapel is drafting/ painters tape which will not damage surfaces. All other decorations must be free standing. Nails and staples may not be used in the chapel. If any drafting tape was used on the walls or floor please make sure it is removed.

***Please report if anything was broken/damaged/in need of repair during your use of the facility:**
