



CHECK – OUT PROCEDURES

Dear Permit Holder:

On the day of your event, the following check out procedures will be in effect. These procedures are designed to provide you with a positive experience in our parks and shelters, as well as to best utilize our staff in their given responsibilities.

NOTE: If you have questions, a problem, or need assistance during the course of your event, please contact a park employee immediately at 541-979-0483, so as to remedy the situation as soon as possible.

The renter is responsible for communicating all park regulations and guidelines to their group and group leaders.

HOW TO RECEIVE YOUR SECURITY DEPOSIT REFUND

1. THE AREA YOU RESERVED MUST BE LEFT IN AT LEAST AS GOOD OF CONDITION AS YOU FOUND IT. If you have concerns with the condition of the area when you arrive, please contact Park Maintenance staff at 541-979-0483 prior to beginning your rental.
 2. ALL PARK FACILITIES AND GROUNDS SHOULD BE LEFT UNDAMAGED.
 3. ALL GROUPS MUST COMPLY WITH THE PARK RULES AND REGULATIONS.
 4. Any special needs or activities permits need to be completed and approved by Albany Parks and Recreation at least two weeks prior to your reservation.
 5. The renter will be billed for damages or losses in excess of the deposit.
 6. The Security Deposit is refundable and credited to your Visa/MasterCard or by check, after the reserved area has been inspected by Albany Parks and Recreation personnel, and you have complied with all City Of Albany, Parks and Recreation reservation policies. Please allow 2 – 4 weeks for refunds of deposits paid by check.
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RENTAL CHECKLIST

Rental Name: _____ Contact Phone Number: _____
 Rental Number: _____ Rental Date: _____ Rental Period: _____ to _____
 Deposit paid by: Check Visa/MasterCard Shelter: _____

Shelter area must be left as found:	Staff	Notes
All litter and garbage, including micro-litter, (i.e. cigarette butts, bottle caps, etc) must be removed from ground, tables, and bagged or put into garbage cans.		
Picnic tables may be relocated only by permission of park staff. All relocated tables must be returned to their original location by permit holder		
Remove debris and wipe down all countertops, tables, sinks and stoves (where applicable).		
Remove all decorations including tape and <u>staples</u> and other items brought into rental area.		
Coals must be disposed of in fireproof containers and removed from park grounds.		
Playground area picked up.		
Keys returned to front desk at City Hall or to after-hours Utility Billing box outside of City Hall.		
Pet waste disposed of.		
Signature of Park Maintenance Staff		

The City of Albany encourages recycling. Please place all recyclables in the bins provided.

For office use only	Amount Owed	Date Paid	
Deposit	\$		Refund To:
Rental	\$		Address:
Cleaning:	\$		
Total Owed	\$		Date Refunded:
			Refund amount:
<input type="checkbox"/> Staff: _____			PO #: