

# The City of Martinsville Parks and Recreation

## Department Park Renters Responsibility



### Renters Responsibility to Park Maintenance

Park Renters are responsible for the following; failure to comply with these procedures will result in the loss of the \$15.00 key deposit refund.

1. Parks and Recreation will provide each renter with trash bags, all trash accumulated at your event must be bagged and tied before leaving the park.
2. Power box and all lights under the shelter and in the bathrooms must be turned off.
3. Restrooms must be clean, paper picked up and all commodes must be flushed.
4. Restrooms must be locked up after your event.
5. Locks returned and locked on the power box and gates.

FAILURE TO COMPLY WILL RESULT IN THE LOSS OF THE \$15.00 KEY DEPOSIT REFUND.

I have read the above information and I comply with the procedures above.

Renter: \_\_\_\_\_ Signature: \_\_\_\_\_

Park: \_\_\_\_\_ Date: \_\_\_\_\_

# Renter Responsibility Park Maintenance

Comment/Check List

1. When I arrived at the park the trash was bagged and tied around the park and in the bathrooms. YES\_\_ NO\_\_  
(Comments) \_\_\_\_\_  
\_\_\_\_\_

2. When I left the park all the trash was bagged and tied. YES\_\_ NO\_\_  
(Comments) \_\_\_\_\_  
\_\_\_\_\_

3. When I arrived at the park the power box and all lights under the shelter and in the bathroom were off. YES\_\_ NO\_\_  
(Comments) \_\_\_\_\_  
\_\_\_\_\_

4. When I left the park the power box and all lights were turned off.  
YES\_\_ NO\_\_ (Comments) \_\_\_\_\_  
\_\_\_\_\_

5. When I arrived at the park the restrooms were clean, paper picked up and all the commodes were clean and bathroom doors locked. YES\_\_ NO\_\_  
(Comments) \_\_\_\_\_  
\_\_\_\_\_

6. When I left the park the restrooms were picked up and the commodes were flushed and bathroom doors locked. YES\_\_ NO\_\_

(Comments) \_\_\_\_\_

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7. When I arrived at the park all the locks were locked and in their proper place; on the gate, on the power box and on the bathroom doors. YES\_\_ NO\_\_

(Comments) \_\_\_\_\_

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8. When I left the park all the locks were locked and in their proper place; on the gate, on the power box and on the bathroom doors. YES\_\_ NO\_\_

(Comments) \_\_\_\_\_

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**This Form must be completed and returned to receive  
your \$15.00 key deposit refund !!!**