

Pavilion Rental Checklist

Important Information

- **You are only authorized to be in the pavilion during the approved date and times on your rental agreement.**
- **Park closes at DUSK.**
- **Pavilion rentals to be completed no later than 10:30 PM**
- **Keys must be returned to the Mequon Police Department drop box no later than one hour after the approved end time on your rental agreement.**

Cleaning Instructions for Deposit Refund

- Put all garbage in closed bags and place by the front door trash can.
- Sweep the floor. (Wipe up any spills)
- Wipe down all tabletops, countertops, stove, and inside refrigerator.
- Make sure the oven is off.
- Make sure garbage disposal is free of food (if necessary)
- Put all the tables and chairs back where and how you found them in a orderly fashion.
- Make sure you have all your decorations and personal belongings.
- Close and lock all the windows.
- Turn off the lights.
- Lock the doors. (Exterior bathroom doors remain unlocked for public use)
- Before you leave make sure that the surrounding outside area is free of garbage, food, and any decorations.

Thank you for choosing a Mequon Pavilion for your event!



City of Mequon Parks Department
10800 N. Industrial Drive
Mequon, WI. 53092