

**Avon Recreation & Park Department**  
**Countryside Park Procedures & Checklist**

**Countryside Park** is located at 335 Huckleberry Hill Road, Avon, CT. The maximum occupancy of the building is 35. Tables and chairs for that amount are located in the closet near the kitchen.

**The** user fee is due with your application and the \$100.00 bond is due one week prior to your event.

**The** building is equipped with a full kitchen; including, fridge, microwave, stove. A working fireplace is also available for use; however, the town **does not provide wood**.

**The** building is heated and air-conditioned. The thermostat is located on the wall next to the office. The Recreation Office requests the temperature not be set any higher than 70 degrees.

**Cleaning** solutions and trash bags are not provided by the town. You will find brooms and mops in the closet to your right as you enter the building. A **locked** dumpster is located in the parking lot for your use. Please make sure dumpster is locked prior to leaving the facility.

**The** building must be shut down by 12:00 a.m.

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**In order to insure the return of your deposit, the following checklist must be completed.  
Check (x) those items completed, sign and date the bottom and return the form to the  
Recreation Office with your key.**

**ARRIVAL**

\_\_\_\_\_ Check building for any damage prior to use and indicate as follows:

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**DEPARTURE**

- \_\_\_\_\_ Clean (sweep and/or mop) all floors as needed;
  - \_\_\_\_\_ Wash off all tables, fold, and put away;
  - \_\_\_\_\_ Remove all chairs and put away;
  - \_\_\_\_\_ Remove any objects from the toilets & urinals and dispose of. Flush all toilets and urinals;
  - \_\_\_\_\_ Remove all trash and place it in the dumpster located in the parking lot; lock dumpster.
  - \_\_\_\_\_ Return all cleaning tools to closet;
  - \_\_\_\_\_ Turn all stove burners and the oven off. Empty the refrigerator and clean if necessary;
  - \_\_\_\_\_ Wipe off all counters and stove and clean the sink;
  - \_\_\_\_\_ Turn the thermostat down to 60;
  - \_\_\_\_\_ Close and lock all windows and doors and turn off all lights.
- \_\_\_\_\_ **Make sure dumpster is locked.**

COMMENTS: \_\_\_\_\_

Signature of Permit Holder/Date \_\_\_\_\_