

POLICIES SPECIFIC TO USE OF THE LODGE AT GINEGAW PARK

The lodge key must be picked up at the Recreation Office, 3600 Lorraine Drive, on the last business day prior to rental and returned the first business day following use. **A \$75.00 security damage deposit in the form of cash or check is required when picking up the key;** the deposit is returned at the time of key return – **provided the “post-use” inspection by Parks Department proves satisfactory.** ****Access to Ginegaw Lodge is permitted only on the date of use (ie no prior admittance for decoration or storage).** **Failure to adhere to this rule will result in being billed for an additional day and/or revoking your privilege to rent the lodge in the future. ****

REFUNDS FOR CANCELLATIONS WILL ONLY BE ISSUED IF THE LODGE AT GINEGAW PARK IS RENTED AGAIN FOR THE SAME DATE TO ANOTHER PARTY.

1. For decorating purposes tape may be used. **NO STAPLES, NAILS OR ANY OTHER ITEM DRIVEN INTO THE WALLS OR BEAMS IS ALLOWED.**
2. **NO OPEN FLAMES, (ie. CANDLES) ALLOWED (BOTH INSIDE THE LODGE AND OUT).**
3. **NO BALLOONS ALLOWED INSIDE LODGE. IF BALLOONS ARE FOUND “STUCK” IN THE LODGE YOUR SECURITY DEPOSIT WILL NOT BE REFUNDED.**
4. Smoking is **PROHIBITED** in the lodge.
5. **NO BOUNCE HOUSES ALLOWED.**
6. **NO TENTS LARGER THAN A 10 X 10 POP UP IS PERMITTED.**
7. During heating season, room temperature is controlled by thermostat regulation, **not by opening windows.**
8. It is the responsibility of the permit holder to secure windows and doors before leaving.
9. Counters and tables must be protected by a hard surface (cutting board/hot plate) when used for cutting or placing hot objects on them.
10. Folding tables and chairs are for **inside use only.**
11. Picnic tables are to stay **on the porch.**
12. No additional picnic tables in the park should be brought to the lodge area, they are for use throughout the park.
13. Domestic animals are not allowed in the lodge, with the exception of service animals.
14. All parties must vacate the lodge **NO** later than **10:00PM – NO EXCEPTIONS**
15. **Lodge Key pick-up is on Friday between 9:00AM – 12:00PM and 1:00PM - 3:00PM unless other arrangements are made ahead of time. If the Office Staff has to make a special trip into the office because of failure to pick up the key there will be an additional non-refundable charge of \$25.00.**
16. **IN CASE OF A “TRUE” EMERGENCY, PLEASE CALL 585-260-5857**
17. **WIFI password for the lodge is walworth2013**

Upon your departure, please make sure the floors in the kitchen and bathrooms are swept & mopped, kitchen area cleaned, stove and oven turned off, gas fireplace turned off, and all trash from inside the lodge must be bagged and placed in the toter located on the back porch. If the toter is full, please leave additional garbage outside next to the toter. Tables and chairs should be returned to their proper rack(s) and doors locked securely. **If any items supplied in the lodge are missing during the post use inspection, the renter will be held responsible for the replacement cost.**

Departure checklist:

Oven/stove off _____ Gas fireplace off _____ Floors swept _____

Kitchen cleaned (countertops, stove, microwave washed down, floor mopped) _____

Bathroom (s) cleaned (floors swept & mopped, counter (s) washed down) _____

Tables washed _____ Tables/chairs put back on racks _____

Trash must be bagged and **TIED SECURELY** then put in the toter located on the back porch _____ If toter gets full, leave trash **TIED SECURELY** and bagged by toter.

Lights turned off _____ Doors locked _____