



Parks & Facilities

FACILITY TEAR DOWN PACKAGE CHECKLIST

802 E. Mukilteo Blvd., Everett, WA 98203
425.257.8300 ext. 2
Email: recreation@everettwa.gov

Rental # _____
Name _____

INFORMATION

The City of Everett Parks & Facilities Department offers a Tear Down Package for an additional fee for Floral and Legion Hall rentals only. By signing this document, you agree to the tear down package requirements. Failure to comply may result in the loss or partial loss of your security/damage deposit. Additional fees may also apply.

CLEANING CHECKLIST

Please initial each statement below when completed and return this form along with your building access card/key the next business day. There is a slot at the west side door of the Recreation Office to return your key/card and checklist if you prefer to drop it off immediately after your event.

- _____ Wipe down tables and chairs. Staff will return tables and chairs to the storage area.
- _____ Remove all personal belongings, items brought in by outside vendors, decorations and leftover food; no next-day pick-up is allowed
- _____ Remove any debris, tape, spills and food. Staff will sweep and mop the floor, stage, kitchen and other areas.
- _____ Leave restrooms in good order. Restroom will be cleaned by staff after your event.
- _____ Extinguish fire in fireplace (Floral and Legion Halls only). Spread dying embers; please do not use water
- _____ Wipe down stove, sink, appliances, microwave and refrigerator including all spills, crumbs and food. Rinse out coffee makers; wash stems and baskets. Staff will clean kitchen counters and floors.
- _____ Drain liquid beverages and ice in the sink, not outside or in the outside drains
- _____ Bag all garbage and place in garbage receptacles or dumpster in park. If it is full, do not leave bags next to receptacles or dumpster. Place excess garbage in kitchen/kitchen cans. Ensure garbage bags are properly tied and not overflowing or leaking. Staff will remove all garbage.
- _____ Clean debris such as cigarette butts, rice, birdseed, etc. from paved areas at all hall entrances
- _____ Turn heat down or off according to signage in each facility
- _____ Turn off lights and shut and lock windows and doors (use allen wrench to lock doors)
- _____ **Return access card/key and initialed/signed checklist through the slot of the west door of the Recreation Office after your event/rental or the next business day.**

Signature of Renter: _____ Date: _____

Facility Rented: _____ Date of Use: _____

Emergency—Call 9-1-1

If you experience non-emergency issues, look for the call-out sheet posted in your building or call Park Ranger until dusk at 425-754-4835. After dusk in this order call 425-359-5453, 425-508-6886 until you reach a person.

Everett Police Department non-emergency number is 425-407-3999.