

INSTRUCTIONS TO PEOPLE RENTING SKI SLIDE PARK

NOTE: Picnic Tables will be unlocked and placed throughout the Ski Slide Park Pavilion by the Ixonia Park & Rec. Workers. Questions/Concerns call: Will Saeger 920-261-2726; cell 920-285-3337 or Wes Kehl 920-261-5145; cell: 920-253-7145

**The park and park buildings are available to renters on the date of use only.
The football field and football spectator area are not included in this agreement and are not available for use.**

**PLEASE NOTE THAT IXONIA YOUTH BASEBALL NOW USES THIS FACILITY AS IT'S HOME FIELD.
PLEASE BE RESPECTFUL OF THEIR PERSONAL PROPERTY WHICH INCLUDES EQUIPMENT AND CONCESSIONS.**

Please do the following before you lock the building:

Bathrooms:

1. If a problem occurs with clogged toilets, the person responsible for renting the park should try plunging the clogged toilet before calling the Park & Rec. Worker. There is a plunger in each bathroom. Before locking the bathrooms, please check the toilets to make sure they have all been flushed. There should be clean water in each toilet bowl –Men's and Women's Bathrooms.
2. Please check the sinks for cleanliness. Please clean the sinks if they are not clean.
3. Please pick up all paper and garbage and sweep the bathroom floors. Ski Slide Park also has the hallway leading to the bathrooms that should be cleaned.

Kitchen:

1. Please clean the sink area.
2. Please empty the garbage and place the garbage in the dumpster.
3. Please empty the refrigerator and freezer, taking all of your items with you.
4. Please clean the counter space so that there are no food items left or crumbs on the counter.
5. Please sweep the floor. Please mop the floor if necessary.

Pavilion:

1. Please empty the garbage cans into the dumpster. The key for the dumpster can be picked up at the Town Hall. See information under keys.
2. Please sweep the pavilion and clean up any spills.
3. Please pick up any trash that may have blown on the grounds.

Keys:

1. You will need to contact the Town Hall staff to pick up the key and return the key to the Town Hall within 48 hours after use of the park.
Address of Town Hall is W1195 Marietta Av, Ixonia and the phone number is 920-261-1588. The Town Hall business hours are 9:00-3:00p.m. The Town Hall is closed from 12:00 Noon-12:30 p.m. for lunch.
2. The large key opens the kitchen, restrooms, utility room and the gate to drive up to the pavilion area to unload and load your vehicle. However, there is **absolutely no parking** there.
3. There is small key for the dumpster hanging up on the refrigerator in the kitchen
4. Please be sure everything is locked before leaving the park.

Dog Ordinance:

1. Dogs are not allowed in the park during organized activities. (Town of Ixonia ordinance book under Chapter 9.17 USE OF TOWN PARKS. It was established in 1986. Section (7) ANIMALS IN PARKS was amended in 2007.)

The Ixonia Park & Recreation Department appreciates your help in keeping the parks clean and ready for the next group to use the park.