



NPRD Renter Responsibilities Checklist

Thank you for choosing to hold your event at the Oliver House! Below are some key responsibilities you have as a renter of NPRD facilities. This form **must** be completed and left on the bar for the facilities manager to review upon inspection of the space after your event. *If the facility is not up to standard, part or all of your deposit may be retained by NPRD to pay for cleaning, etc.*

- Leave the space clean after each use
 - Take out trash from every bin including bathrooms
 - Restock paper towels and toilet paper
 - Clean and put away miscellaneous items where they belong
 - Sweep and/or mop if needed
 - Return the facility to the same level of cleanliness as when you arrived.
- Stay within your allotted time indicated on your Rental Agreement. If access is needed before or after your event for any reason you must contact NPRD at 970-327-0148 or Norwoodparkandrec@gmail.com. It is never acceptable to enter the facility during another renters time slot unless previous approval is granted by that renter.
- Ensure your attendees and organizers park on Summit street in front of the Oliver House and Library. Parking around NPRD facilities is very limited. The two parking spots in front of the Livery are for temporary loading and unloading of equipment for events, etc. During events, this area is reserved for handicapped parking. There is no parking allowed on the street between the Oliver House and the Firehouse.
- Alcohol must be kept inside the facility at all times. No one may leave with a drink in their hands.
- Return the heater to the original setting, turn off lights, and lock the door.

Renter Signature: _____

Date: _____ Time: _____