

**Do not use tape on walls, ceilings, floors, or tables. No duct tape or Scotch tape, glue or glue guns, staple guns, thumbtacks, nails, painting, glitter or confetti will be allowed. There is a bulletin board, strips on the walls, and hooks in the ceiling to use for decorating.**

## **UPON COMPLETION OF YOUR EVENT**

The Security/Damage Deposit will be returned in full or in part after the event only when the key is returned and inspection of the building and contents are found undamaged and properly cleaned. The person signing the contract will be responsible for all damages incurred over the deposit amount.

All items brought into the building prior to or during the event will be removed. **THE CITY OF CRESCO WILL NOT BE RESPONSIBLE FOR ITEMS LEFT IN THE BUILDING AFTER AN EVENT.** All refuse to be discarded (decorations, paper plates, paper cups, etc.) will be placed in tied trash bags and set in the dumpster. Trash bags are furnished in the storage room. **Feel free to move tables and chairs to accommodate your event. Return them to the 'Table Layout for Mealsite'. - PLEASE WIPE THEM OFF.**

The Lodge may be available the night before your event for set up, decorating etc., if not rented.

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### **Make sure:**

- 1. All doors & windows are locked and the restroom doors are blocked open.**
- 2. The thermostat is set at 77 degrees during air conditioning season and 67 degrees during heating season.**
- 3. The TV remote is on the TV stand.**  
Note: The TV will take 10-15 seconds to turn on.
- 4. All lights, ceiling fans, and appliances are turned off.**
- 5. ALL GARBAGE is collected and set in the dumpster.**
- 6. Floors, tables, kitchen, and bathrooms are clean.**
- 7. Tables are arranged according to the 'Table Layout for Mealsite'.  
(posted on refrigerator)**

**If you need immediate assistance call Bill: 563-203-0963.  
or Rick: 563-203-0962.**

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**Thank you for choosing the Kessel Lodge for your event.**