



Holzinger Lodge Checklist

- All personal belongings (plates, silverware, decorations, etc.) removed from building
- Remove all your items from the refrigerator
- Trash bags are tied closed and left in the container
- Excess trash is removed from building and taken with renter
- Recycling is removed from the building and taken with the renter
- Check ALL bathrooms for running faucets, flush toilets if needed, and turn off lights
- Extra table and chairs are put back into the closet
- Outside patio area is picked up – no garbage on tables and patio
- Make sure no inside tables/chairs are left outside
- Floor is swept – mopped if necessary
- Kitchen floors, counters, and spills are cleaned up
- Microwave/fridge are clean of any splatter
- The fireplace is completely turned off (if applicable)
- All doors and windows are closed and locked
- All lights are off
- The facility is in the condition I found it as noted in contract
- I have the key to return to City Hall
- Report all damages

Any false information given to the Park & Recreation Department regarding this rental, the full deposit will be forfeited and additional fees may apply

MAINTENANCE

For situations that require emergent maintenance assistance on the weekends or after 3:00 pm Monday-Friday, please call the Winona Police Department Dispatch at 507-457-6492. They may need to call out maintenance staff if the renter is not able to gain access to the rental space, if there is an issue with the power/electrical, or if there are other maintenance emergencies that cannot wait until the next business day such as an overflowing toilet, water leaks, etc. Call-out fees will apply for non-emergency related items.



CITY OF WINONA FACILITY RENTAL

RULES & REMINDERS

- ❖ NO Tape or other adhesives may not be used on walls, doors, glass, or anywhere in, on, or around the building— freestanding and table decorations only.
- ❖ Nothing may be hung on the walls, fireplace, windows, or any other structure. This includes decorations, posters, and temporary signage.
- ❖ Your reservation time includes set up and clean up time. Please refer to your rental permit that states the specific time you may occupy the space.
- ❖ You may not enter the facility outside your rental time. Please do not bring items, set up, or clean up outside of your rental time. There may be other renters and/or maintenance and cleaning scheduled outside your rental time.
- ❖ If you need additional set up or clean up time, you must add days/times to your rental (if available).
- ❖ The City of Winona is not responsible for items left inside before/after your rental time.
- ❖ NO confetti, plastic petals, silly string, or glitter to be used inside or outside.
- ❖ NO smoking inside the facility or under the patio area.
- ❖ NO alcohol allowed in the park or past the patio.
- ❖ NO glass containers of any kind allowed inside the facility or out on the patio.
- ❖ NO tent, bounce house, or sign staking. Structures need to be weighted only. The renter is responsible for any damage that occurs to underground power/cable lines.
- ❖ NO spray paint or chalk to be used for marking directions/stations. Colored duct tape may be used and must be removed and properly disposed of when finished.
- ❖ Renters may not drive on any portions of grass around the building to get closer access to the door. The renter is responsible for any damage to the grass/sprinkler system.
- ❖ You may return the key to City Hall after hours by placing it in the drop box on the 4th Street side of the building. We will shred your damage deposit check. If you have placed a cash deposit, you will need to return it during our open hours.
- ❖ Once the key is returned, there is no damage and conditions above and on signed contract are met, the damage/maintenance deposit will be returned/check shredded.
- ❖ If any of the above conditions/contract conditions are not met, the damage/maintenance deposit will be forfeited, and additional fees may apply.