



*Leave building, grounds, shelter house, & parking lot as clean as you found them.  
 Thank you.*

**INSIDE:**

**The Lions Building is a smoke free facility.**

**In warm weather, adjust air conditioning, AND**

***close outside doors***

**to keep insects out of the building.**

**OUTSIDE:**

Parking is available in front of the building, in the church parking lot, near the ball park, & on Main Street.

**Do NOT park in private neighboring yards or in the grass along the field.**

Any non-medical wheeled vehicles are not allowed beyond the guardrails or on the grounds.

This includes but is not limited to bicycles, atvs, golf carts, skates, skateboards.

Please respect our efforts to keep the grass areas and shelter house nice for everyone.

**OBEY ALL SIGNS.**

**CHECKLIST BEFORE LEAVING:**

- 1) Pick up all trash. (Kitchen, Main Room, Bathrooms, Outside Grounds, Shelter House)

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- 2) Wipe off kitchen counters, if used.

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- 3) Be sure burners & ovens on both electric & gas stoves are turned off.  
Please check, even if not used. Someone in your party may have turned something on.

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- 4) Wipe off tables & chairs.

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- 5) Sweep all floors in building & shelter house, if used.  
(Broom in closet between kitchen serving window & bathroom area.)

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- 6) Inside building: Leave six (6) tables set up and 25 chairs...  
2 tables down north side, 2 tables down south side, 1 table at each end.  
Also smaller table in front of kitchen serving window (See table layout).

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- 7) Be sure that all areas dirtied by your party have been cleaned, inside & outside. (Kitchen, Main Room, Bathrooms, Outside Grounds, Shelter House, Parking Lot)

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- 8) Set Heat to 60 degrees F. (2 Square Thermostats on left.)  
Set Air Conditioning to 80 degrees F. (Round Thermostat on right.)

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- 9) TAKE ALL GARBAGE & TRASH WITH YOU.

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- 10) Turn off all lights inside & outside of building, shelter house, & tennis courts.

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- 11) Be sure that all outside doors are locked before leaving.

**BUILDING RENTAL CONTACTS**

**PICK-UP & RETURN KEY, &  
 REPORT ANY PROBLEMS TO**

**MARGIE CLEMENT**

**19119 PLUM ST (VENEDOCIA EASTERN RD)  
 VENEDOCIA, OH 45894**

**419.667.4102 (HOME)  
 419.203.8188 (CELL)**

**OR GLORIA LEITER**

**419.667.5555  
 419.203.4853**



## TABLE LAYOUT

