



FOREST TRAINING CENTER POLICY

State Form 56845 (10-19)
DEPARTMENT OF NATURAL RESOURCES

Before you leave, we ask that you do some basic housekeeping to areas you have utilized.

- Please take all trash, including bathroom trash bags, out to the dumpster.
- Shut off the gas valve for the gas grill.
- Please wash all dishes and return them to their original location. Please do not leave any perishable food items.
- Clean kitchen and bathroom (including toilets).
- Sweep floors, mop if needed.
- Wipe off all appliances and counter tops.
- Clean up any spills that may have occurred during your stay.
- Please wipe out the inside of the microwave and refrigerator.
- Please close all curtains and blinds.
- Please turn off all lights.
- Please return thermostat to 76 degrees.
- Please close and lock all windows and lock all doors.

AS YOU LEAVE TRAINING CENTER

- Please lock the gate on your way out of the property.
- Return all keys to the office or leave them on the counter in the entryway.
- Report any/all damage and maintenance issues to State Forest personnel.

Failure to comply with the terms and conditions of this agreement will result in an excessive cleaning fee ** and possible prohibition of future use of the facility.

I _____ (*printed name*) take responsibility for the facility and agree to return the facility to the condition I found it in. I have the facility reserved for _____ (*date(s) reserved (month, day, year)*).

_____ (*Signature*) _____ (*Date (month, day, year)*)

****An excessive cleaning fee of \$100.00 will be billed in the event the training center is not returned in the condition received.**

Billing Information:

Name: _____

Organization name: _____

Street address: _____

City, State, ZIP code: _____

Telephone number: _____

E-mail address: _____