



*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)

- 2) Wipe off kitchen counters, if used.

- 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.

- 4) Wipe off tables & chairs.

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

- 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).

- 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)

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

- 9) TAKE ALL GARBAGE & TRASH WITH YOU.

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

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

BUILDING RENTAL CONTACTS
 PICK-UP & RETURN KEY, &
 REPORT ANY PROBLEMS TO

VINCE & MARGIE CLEMENT
 19119 PLUM ST (VENEDOCIA EASTERN RD)
 VENEDOCIA, OH 45894

419.667.4102 (HOME)
419.230.5876 (VINCE CELL)
419.203.8188 (MARGIE CELL)

OR GLORIA LEITER
419.667.5555
419.203.4853



TABLE LAYOUT

