



PARK SHELTER RENTAL CLEANUP PROCEDURES

Dear Permit Holder:

On the day of your event, the following cleanup procedures will be in effect. These procedures are designed to provide you with a positive experience in our parks and shelters, while maintaining standards of cleanliness and safety at our facilities.

NOTE: If you need assistance on the day of your event, (Saturday or Sunday), please contact a park employee immediately at (909) 744-4498 for assistance.

The permit holder is responsible for communicating all park regulations and guidelines to their group, attendees, and co-hosts. No Alcohol, No Smoking, No Vehicles on Grass, No amplified sound.

HOW TO RECEIVE YOUR SECURITY DEPOSIT REFUND

1. THE AREA YOU RESERVED MUST BE CLEANED UP AND LEFT IN THE ORIGINAL CONDITION. If you have concerns with the condition of the area when you arrive, please contact Park Maintenance staff at (909) 744-4498 prior to beginning your rental.
2. ALL PARK FACILITIES AND GROUNDS SHOULD BE LEFT UNDAMAGED.
3. ALL RENTERS MUST COMPLY WITH THE PARK RULES AND REGULATIONS.
[Chapter 2.45 – Park and Recreation Facility Regulations](#)
4. LIABILITY INSURANCE AND PRIOR APPROVAL IS REQUIRED FOR but not limited to, Jumpers, Bounce Houses, Mechanical Rides, Carnival Style Equipment and more. Proof of Liability Insurance must be provided to the Parks, Recreation & Community Services department 14-days prior to your reservation, no exceptions.
5. The permit holder will be billed for damages or losses exceeding the initial deposit amount.
6. The Deposit Fee will be refunded after the reserved area has been inspected by Rialto Parks, Recreation & Community Services personnel, and it is determined that all Park Shelter Reservation policies were followed. Deposits paid with money order must be picked up before Thursday following the event date, or funds will be refunded by check in 4-6 weeks. Deposits paid with Debit/Credit Card will be refunded by check in 4-6 weeks.
7. Security staff will review park grounds at the end of the rental. If alcohol or other prohibited items are discovered, the deposit will be automatically forfeited.

We recommend arriving early to check shelter conditions prior to beginning your rental.



CLEANUP CHECKLIST

Customer Name:	Contact Phone Number:	
Permit Number:	Rental Date:	
Deposit Paid By:	<input type="checkbox"/> Online Debit/Credit	<input type="checkbox"/> In Person - Money Order

Complete this checklist, initial each area and sign.
Email signed checklist to recreation@rialtoqa.gov with a photo of the cleaned shelter.

	Shelter area must be cleaned, and left in the original condition	Renter Initials	Staff Initials	Notes
<input type="checkbox"/>	All litter and garbage, including micro-litter, (bottle caps, confetti etc.) must be removed from ground, tables, and surrounding areas, bagged, and put into or near garbage cans.			
<input type="checkbox"/>	Remove debris and wipe down all tables, and surfaces (where applicable).			
<input type="checkbox"/>	Remove all decorations including tape, staples, string, decorations, table coverings etc. and other items brought into rental area.			
<input type="checkbox"/>	Coals must be disposed of in fireproof containers.			
<input type="checkbox"/>	General cleaning of spills, cake, food, soiled or sticky areas and cooking debris.			
<input type="checkbox"/>	Signature of Renter & Staff		Renter Signature	Staff Signature

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For office use only		Amount Paid	Amount Owed
Deposit Fee	\$		Refund To:
Rental Fee	\$		Customer Number:
Cleaning Fee	\$		
Total:	\$		Date Refunded:
			Refund amount:
<input type="checkbox"/> Refund Completed By:			Vendor #: