



LODGE FACILITY RULES AND CHECKLIST

Thank you for choosing the lodge for your event. Please help us keep the facility beautiful by following the rules below.

If you should experience any problems with the facility between the hours of 8am to 6pm Mon-Fri or 9am to 4pm Sat-Sun, please contact The River's Edge front desk staff at (563) 328-7275. After hours, please contact the on-call service at (563) 655-4166.

1. Please do not hang decorations or anything else from the ceiling.
2. Please remove all decorations, including tape or other adhesives from tables, chairs, windows, etc.
3. Please do not slide tables and chairs across the floor.
4. Please do not take furniture outside of the building.
5. You may cater your own food and beverage.
6. Only beer, wine, wine coolers, and champagne are allowed on the premises and only with the appropriate insurance. No other alcoholic beverages are allowed.
7. If serving alcohol, you will be required to provide proof of "Host Liability" insurance to the Parks & Recreation Department ten (10) days prior to the event date. Failure to provide insurance or communication that alcohol will not be served will result in cancellation of the reservation. The reservation fee will not be refunded.
8. Please do not smoke. The community center is a non-smoking facility.

The following is a list of tasks that must be completed prior to departing the facility. Please check off the items as completed and leave the sheet in the kitchen area.

- Floors and kitchen area must be swept, mopped and wiped down. Cleaning items are available in the storage area.
- Remove all decorations, including tape or other adhesives from tables, chairs, windows, walls etc.
- Dispose of all trash. A trash container is located outside in the parking lot.
- All tables, chairs and other furniture items must be returned to its original location.
- Any additional items brought into the facility must be removed. Davenport Parks and Recreation is not responsible for any items left after the rental period.
- Turn out all lights and fans in both the main lodge and the restrooms before departing the facility.
- Deposit any provided keys into the drop box (if applicable).
- Ensure all doors are locked before departing.

As a condition of the lodge rental, a deposit was required. If any of the above listed duties are determined to have not been completed, by fault of the renting party, then forfeiture of part or all of the deposit may occur. See contract for details.