



City of Brookfield

USERS GUIDE TO MITCHELL PARK PAVILION

SETUP

- The Mitchell Park Pavilion Lodge seats up to 60 people. There are 60 chairs and 11 6-foot tables. These items are stored in the closet and should be returned to the storage closet at the end of your rental.
- The North Shelter will accommodate up to 200 people. An adequate number of picnic tables will be available for use.
- The South Shelter will accommodate up to 125 people. An adequate number of picnic tables will be available for use.

SHELTER ONLY RENTAL

If you rented the North or South Shelter only, you will not be issued a key. You will be allowed access to the restrooms through the exterior door on the south side of the building. This door is on a timer and will be unlocked for your rental. It is advisable not to store anything in the hallway area adjacent to the restrooms because the doors will lock automatically after the time indicated on your Facility Use Agreement.

LODGE RENTAL INFORMATION

Deposit

There is a \$100.00 key deposit required (cash or check only) when you pick up the key which will be returned in part or full depending upon the condition of the facility and return of the key. The key should be returned the next business day. An inspection will be conducted by park maintenance personnel.

Keys/Doors/Locks

If you rented the Lodge, you will be issued a key that can be used to open the following doors:

- The west main entrance doors
- the north exterior doors of the pavilion and the upper & lower kitchen door
- the interior doors including the storage closet

There is an additional key (one that looks like an allen wrench) hanging in the kitchen near the serving window that is used to unlock the "panic bars" on the doors. It should be used to keep the doors in the "unlocked" position during your rental.

- To unlock/lock the panic bar on the doors, insert the hex key into the opening located on the panic bar, hold the bar in while turning the key until the bar stays depressed on its own.
- Be sure to release the bars before you leave. Remember you are responsible for any damage to the facility.

Decorations

You are not allowed to affix anything to the walls, doors, glass, beams or floors in the pavilion with **tape**, tacks or nails. Remember you are responsible for any damage.

Heating/Ventilating/Air Conditioning

- The thermostats are not to be adjusted. They are covered and locked. The thermostats are set to a reasonable temperature depending on the season.
- There are electric baseboard heaters that can be used in very cold weather to supplement the furnace. These can be activated by the dial on the individual heater. Be sure to turn them off when leaving.
- The ceiling fans can be controlled by the switch located south of the interior doorway to the lodge. It is clearly labeled.

- There is an automatic sensor located south of the switch plates in the lodge which activates the exhaust system. It should be left in the “ON” position.
- The lodge (interior room w/fireplace) will be more comfortable if the doors to the foyer area are kept closed as much as possible. This allows the HVAC system to work efficiently.

Fireplace Operation

- The damper must be fully opened before operation. It is located in back of the hearth and should be pushed up to open. Please close after use.
- When you arrive, the fireplace burner control will be in the “PILOT” position.
- To use the fireplace from the “PILOT” position, turn the knob 90° counterclockwise to the “ON” position. If you turn the burner control to the “off” position (clockwise), you will not be able to restart the fireplace!
- Please be careful to keep all flammable materials away from the fireplace.

Lighting

- Interior - The lights for the entry area are located south of the main entrance exterior door. The switches for the lodge areas are located south of the inside interior doors and are clearly labeled. The uplighting are high pressure sodium and will take time to activate. If they are turned off, it will take time for them to recycle, so please be patient. The restroom lights are on a sensor. Please do not turn off.
- Exterior - The parking lot and shelter lighting is on a timer which is set to go off by 11:30 p.m.

Kitchen

- The kitchen is a serving kitchen, which includes a large refrigerator (no freezer), serving window and carts, and countertop space. There are no “house” utensils or microwave available.

Housekeeping and Floor Care

- You are responsible for cleaning up after your rental.
- A dust mop is located in the storage closet for your use. Wet mopping is not required.
- Please use the cleaning solution located in the kitchen area to wipe off all tables, counters, and any spills on the floor. Immediate clean-up of floor spills will help preserve the finish and maintain the overall appearance.
- Garbage should be bagged and left in the building or in the cans in the shelter.

Closing Checklist

- Place all garbage in the garbage cans (be sure bags are lining the cans). Extra bags are located in the bottom of the garbage cans.
- Clean and empty out refrigerator.
- Wipe down tables, chairs and countertops with soap and water or cleaning solution.
- Take down all tables and chairs and store in closet.
- Use dust mop on the floor
- Remove personal belongings.
- Turn off fireplace.
- Turn off lights.
- Lock all doors and release panic bars. Double check! **You are financially responsible for damage that occurs due to failure to lock the doors.**
 - ✓ North Shelter entrance door
 - ✓ Closet Door
 - ✓ Interior Doors
 - ✓ Kitchen Door-Upper
 - ✓ Kitchen Door-Lower

We hope you enjoy your rental at the Mitchell Park Pavilion. Please be sure to return key to the Parks, Recreation & Forestry office on the next business day.