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**Circleville Parks & Recreation**

104 East Franklin Street  
Circleville, Ohio 43113  
(740) 474-9502

### **Starkey Pavilion Clean-up Instructions**

- The Pavilion must be cleaned before your rental period concludes.
- All trash must be collected and placed in the waste containers provided. There are extra trash bags in the supply cabinet in the Pavilion.
- The counter in the kitchen area must be wiped down and all food and beverages removed from refrigerator and kitchen area.
- The floor of the kitchen and Pavilion must be swept and a broom, dustpan and mop are provided in the supply closet.
- All decorations must be removed.
- The folding tables need to be cleaned, folded and returned to the end of the Pavilion opposite the kitchen.
- The garage doors must be down and locked.
- Lights are on sensors and should turn-off automatically.
- Make sure fireplace and fire pit fires are extinguished.
- If you find any damage while setting up, please notify us immediately. If your rental is over the holiday or weekend, please report damage to the Police Department at (740) 474-8888.