



## **TURTLE ROCK PARK COMMUNITY CENTER INFORMATION AND CONTENTS CHECKLIST**

**17300 State Route 89, Markleeville CA 96120**

**Maximum Capacity: 150 Seated, 319 Standing**

**HOURS OF USE:** Use of the community center is based on the hours and times indicated upon application. Additional hourly fees will be charged to the applicant if usage exceeds the hours designated on the initial application. Additional hourly fees shall be paid 15 days from the last facility usage date stated on the application.

**ACCESS:** Keys to the community center are available to pick up at the Community Development Department (address in header) the day of the event or the Friday before weekend events. Office hours are 8:30am-5pm (*closed from 12pm-1pm for lunch*) Monday-Friday. Please return keys to Community Development after the event either during office hours, or to the drop box out front of the building.

### **KITCHEN CONTENTS:**

- Commercial refrigerator/ freezer
- Commercial stove with 6 burners, 24"x24" grill, 1 broiler, and 2 ovens
- Commercial dishwasher
- Microwave
- 3 stainless steel sinks (*no garbage disposal*)
- Electric heating table with 3 pans and lids
- Stainless steel island with commercial can opener
- Stainless steel 3-tier serving cart.

### **STORAGE CLOSET:**

- Coffee urn
- 18 foldable tables on 2 table racks (8'x2.5')
- 118 folding chairs with dolly
- Extra toilet paper and paper hand towels (*if needed, inventory accounted for*)
- Mop and bucket, vinyl floor cleaner
- Hand broom, dustpan, dust mop (*dry mop only*)



### **MAIN SPACE:**

- Rolling bar with 5 stools
- Podium
- 2 large garbage cans with liners and 1 recycling bin (*renter is responsible for bringing waste to dumpster, additional garbage liners not provided*)

### **BATHROOMS**

- Men/women restrooms (*8 total*) with toilet paper, hand towels, trash can, plungers and soap stocked.

### **OUTDOOR AREA:**

- 8 picnic tables
- 2 BBQ grills
- Dumpster in parking lot
- Payphone (*for nostalgic purposes only, not functional*)

### **TURTLE ROCK PARK CLEANING CHECKLIST**

Alpine County groundskeepers will inspect the facility following an event. Please ensure the checklist items are complete prior to returning the key to Community Development. Any items left unclean, damaged, missing, or non-functional will result in the forfeiture of the security deposit. A \$150 cleaning fee will be deducted from the security deposit if any checklist item is left unclean.

### **KITCHEN**

- ✓ Surfaces: clean counters, island, sinks, appliances, and floors
- ✓ Stove: clean & turn stove/ovens OFF. Pilot light stays lit on stove and broiler.
- ✓ Refrigerator and freezer: clean & empty
- ✓ Dishwasher: clean & empty
- ✓ Dishes: clean & returned to cabinets
- ✓ Sweep and mop kitchen floor
- ✓ Garbage emptied and placed in dumpster.

### **STORAGE CLOSET**

- ✓ Tables: clean, placed on carts and returned to storage closet
- ✓ Chairs: clean and returned to storage closet
- ✓ Coffee urn: clean and returned to storage closet.



## **MAIN SPACE**

- ✓ Floors: swept & mopped (*broom, mop & vinyl cleaner in storage closet*)
- ✓ Bar & Stools: cleaned and returned to original position.
- ✓ Podium: cleaned and returned to original position
- ✓ Garbage and recycling bins: clean and empty (*place garbage in parking area dumpster, secure bear bar and latch, recycling placed in outdoor bin*)
- ✓ Thermostat: set to 75° for air-conditioning and 68° for heat
- ✓ Windows & doors: locked

## **BATHROOMS**

- ✓ Toilets: flushed, cleaned
- ✓ Sinks: clean & water turned off
- ✓ Garbage: removed and placed in dumpster
- ✓ Bathroom floors swept and mopped.

## **OUTDOOR AREA**

- ✓ Picknick tables: cleaned & returned to original position.
- ✓ BBQ: clean racks, fire completely extinguished, ashes left in pit.
- ✓ Parking & patio area: pick up trash & wash excessive spillage.
- ✓ Park entrance: remove signage and/or balloons.

**Please return facility keys to the Community Development Department during office hours or in the drop-box out front.**