

Wheaton Park Renter Procedures

Please remember you are using park facilities that are open to the public and being rented out all the time. It is vital that these park facilities be kept clean for the next renter so everyone can have an enjoyable experience at Wheaton Park! Please use the checklist below to track your cleanup progress and ensure everything is completed before turning in your key.

Items Not Supplied with Rental

- All-Purpose Cleaning Spray or Wipes (For use on Stainless Steel surfaces)
- Wash clothes and dish towels.
- Dish Soap
- Decorations

Pavilions

- Please remove all personal items used for your rental.
- Make sure the pavilion areas have any litter, spilled food, or spilled drink cleaned up.
- Turn off lights (if applicable).
- Make sure all garbage and recycling accumulated by your event is removed from the park!
- Place new garbage bags (supplied by the park) in all garbage and recycling receptacles.

Restrooms and Porta Potties

- Make sure all garbage and recycling accumulated in these facilities by your event is removed from the park!
- Sweep the floor to ensure facilities are cleaned up.
- Turn off lights (if applicable).
- Lock restroom doors.

Concession Buildings

- DO NOT TOUCH any equipment labeled PROPERTY OF WHEATON BALL LEAGUE! You will be responsible for any damage to this equipment!
- If coolers, freezers, microwaves, or nacho machine are plugged into power **DO NOT** unplug them!

Cabinets

- Wipe out any cabinets used.

Countertops and Sink Area

- Wipe down all countertops and concession windows with spray cleaner or wipes.
- Make sure the sink and drain are cleaned out.

Floors

- Sweep the floor and make sure any spilled food or spilled drink is cleaned up.

Garbage

- Make sure all garbage and recycling accumulated in concession buildings by your event is removed from the park!

Lock Up

- Close and lock concession stand windows. Make sure you close them all the way and you are unable to open them!
- Turn off lights.
- Lock concession building door.
- Lock restroom door (if applicable).
- Return rental key to the assigned lock box.
- Report any issues to a Wheaton Parks Commission member.

We hope you enjoyed Wheaton Park and all it had to offer!