

**Facility Information & Cleaning Checklist**

For Monday-Friday rentals pick up your key at the Story Mill Community Center on 600 Bridger Drive, by 2:00pm the day prior to or day of the facility use; for Saturday and Sunday rentals, keys should be picked up by 2:00pm on Friday. Key pickup hours are 9am-2pm Monday-Friday. Our phone number is (406)582-2290.

The Story Mansion provides 9-60” round, 1-72” round, and 3-8” rectangular tables, and approximately 90 folding chairs. The kitchen is equipped with a commercial refrigerator, freezer, microwave, hand washing sink, and a 3-compartment sink. There are no pots, pans, dishes or utensils. Cleaning supplies and equipment are provided.

**RESTRICTIONS:**

- \* **No smoking inside the facility**
- \* **No candles with flame**
- \* **No animals inside the facility, except for service animals**
- \* **No glitter or confetti allowed**
- \* **No tape, staples, nails, or tacks on the walls or ceiling**
- \* **DO NOT MOVE THE PIANO**
- \* **The City of Bozeman Noise Ordinance #1539 in neighborhoods goes into effect at 10:00 p.m. Noise and music must be stopped at 10:00 p.m. or you can be cited. Please ask your participants to quietly leave the building & parking spaces.**
- \* **Any activity on the Story Mansion Park grounds must end by 10:00 pm.**
- \* **The Time Block you’ve paid for includes your set-up, event, and cleaning, and is the only time you may be in the building. This includes your guests, your caterer and rental company.** You need to remove all items, have facility cleaned and vacated by the time specified on the reservation agreement. Please allow yourself enough time (at least one hour) to clean the facility. If you want to clean the facility the next day, you must reserve it ahead of time and pay the rental fee.

**Wireless Internet: StoryMansionGuest Password: Boz3Recre@tion**

**Wireless Instructions:**

1. Log on to your laptop in normal fashion
2. In the lower right corner of your screen is the system tray. In it, you will see an icon that looks like a computer with sound waves coming off of it. Right click on this symbol and select “View available Connections.”
3. In this list, there should be one named “StoryMansionGuest”  
Select it and click on connect.
4. You will be prompted for the WEP key or the password, please enter Boz3Recre@tion
5. Select the default on any following screens and finish. You are now on the wireless and able to surf the internet.

The City of Bozeman Parks and Recreation Department is able to keep the rental fee low because each group is responsible for cleaning the facility after use. Any rental requesting an alcohol permit or with 75+ people is required to hire a professional, licensed, insured cleaner to clean the building immediately following their event and provide proof of hire. Proof of hire must be submitted BEFORE your reservation takes place. This can be in the form of a receipt, email, etc. Either you or the cleaner can email [recdept@bozeman.net](mailto:recdept@bozeman.net) with that information. Any event that does not fall into those categories is highly encouraged to hire a cleaner to ensure the facility is clean enough for the full deposit to be returned. If you do not provide proof that a cleaner has been hired, the deposit required will be doubled. We appreciate you or your cleaner doing a good job in cleaning the facility!

#### The Checklist:

\_\_\_ **Disinfect all frequently touched surfaces (door knobs, tables, counters, faucets, water fountain, toilets, light switches) with an EPA approved disinfectant**

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

\_\_\_ Clean tables and chairs, and put away on carts

\_\_\_ Clean restrooms: sinks, toilets, garbage, mirrors, sweep & mop floors using mop bucket & rag mop

\_\_\_ Clean kitchen: sinks, counters, microwave, refrigerator, freezer, floors using mop bucket & rag mop

\_\_\_ Empty all garbage containers. Wipe up spills on containers and surrounding areas. Put new bags in garbage cans. Bags located in coat room in basement. Place garbage in dumpster west of carriage house.

\_\_\_ Sweep & mop all floors with plain water. **Please squeeze the mop as dry as possible before mopping.**

\_\_\_ Vacuum stairway carpets and oriental rugs.

\_\_\_ Pick up litter/trash/cigarette butts around building.

\_\_\_ Before leaving the building, turn down the thermostat to 55 degrees.

\_\_\_ Turn off all lights and make sure all exterior doors are locked (release the panic bars) and pulled firmly shut. Outside lights are on a timer and they come on when the sun goes down.

\_\_\_ Furniture may be moved. However, do not slide it across the wood floor but pick up to move it. Replace it back to its original location at the end of the event. **PIANO MAY NOT BE MOVED – IF MOVED, YOUR DEPOSIT WILL BE FORFEITED.**

\_\_\_ Return the key by placing it in the red key drop box at the Story Mill Community Center (600 Bridger Dr.) on the outside wall near the front door.

\_\_\_ Report any building needs to the Bozeman Parks & Recreation Department, when you return your key or call 582-2290.

In case of a facility maintenance-related **EMERGENCY**, please contact: Jamie, Recreation Manager at 600-2455 or Holly, Asst. Recreation Manager at 579-7447. Please leave a message if you reach their voicemails. They will do their best to respond promptly, however neither is on-call or may be out of cell range.

#### **YOUR DEPOSIT WILL NOT BE RETURNED IF:**

**There was damage to the facility, the piano has been moved, excessive cleaning is required by staff or unsanitary conditions exist (i.e. vomit) upon inspection, or the police were called to your event. (Keep the noise level down).**