



**TABATHA CLEMONS**  
**GRANT COUNTY PARKS AND RECREATION DIRECTOR**

101 NORTH MAIN STREET, SUITE 10 WILLIAMSTOWN, KY 41097

(859) 428-4500 \* FAX (859) 428-4567

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GRANT COUNTY JUDGE EXECUTIVE DARRELL L. LINK

MAGISTRATES: RICHARD AUSTIN 1<sup>ST</sup> DISTRICT \* BRIAN LINDER 2<sup>ND</sup> DISTRICT \* BOBBY YOUNG 3<sup>RD</sup> DISTRICT

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## Cleaning List

1. Wipe down all tables and chairs.
  2. Put chairs back on chair racks.
  3. 8 Tables are to be left standing-diagram provided in facility.
  4. Sweep and mop the floors – cleaner is in the closet– **do not use soap on the floors.**
  5. Clean the bathrooms, replenish paper towels and toilet paper.
  6. Take out all garbage – check all the cans and don't forget the trash in the bathrooms – garbage goes in the dumpster at the rear of the building.
  7. Replenish a garbage bag back in all the garbage cans.
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## **Building Usage Rules**

1. No guns or weapons allowed.
2. No smoking inside the building.
3. No alcohol of any kind.
4. Do not attach anything to the walls; do not use tape, staples or any other device.
5. No animals of any kind allowed.
6. If anything is moved, move it back to its' original location before you leave.
7. Clean the building – **use the check list that is posted.**
8. Make sure all lights are turned off, heat is turned down, and air conditioner shut off.
9. Please make sure all doors are locked. Front, side, and handicap entrance to bathrooms.

**Please try to take care of our building. Leave it in good condition. If any of the above rules are not followed, your refund will not be returned, you may not be permitted to rent again and you could receive additional fines.**

If you have any questions contact Tabatha Clemons, Grant County Parks and Recreation Director 859-428-4500 or 859-816-8847.

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