

# Rules and Regulations Governing The Use of The Florence County Keyes Peak Ski Lodge – updated 6/11/14

1. No smoking in the lodge facility. The possession of illegal substances, drugs or narcotics shall not be allowed on the ski hill campus and whose possession is prohibited by Wisconsin Statutes.
2. Decorations, such as balloons, crepe paper, bells, etc., must be attached with masking tape only. Candles are not allowed in the lodge. Any damage to the hall will result in forfeiture of the deposit. Fireworks and or campfires are not allowed on the Lodge grounds.
3. Reservations for use shall be made at the Florence County Forestry & Parks Office during regular working hours: 6:00 am to 4:00 pm Monday thru Thursday or by writing to: Florence County Forestry & Parks Department, 5617 Forestry Drive, Florence WI 54121. Phone 715-528-3207 extension 104.
4. Applications for use must be completed in full and signed & dated by the responsible party. Upon verification of the date being open and receipt of *both* the rental payment and security deposit, the facility will be reserved. Payments should be made to “Florence County”. Cancellations received before 6 months of scheduled use shall facilitate full return of both the rental payment and security deposit. Cancellations received less than 6 months before scheduled use shall cause forfeiture of the rental payment, however the security deposit will be returned.
5. Upon completion of rental term and within seven working days the County shall return the security deposit if the property and premises were left in proper condition and if any additional cleaning or replacing missing or broken items is needed it shall be deducted from the security deposit. The security deposit shall be returned only to the responsible party involved in the rental agreement.
6. All users of this facility shall execute in full a Hold Harmless Agreement. The Forestry & Parks Department shall retain this agreement on file.
7. All functions shall terminate at such time as to properly clean the building and premises to effect closing no later than 2:00 A.M.
8. At no time shall the Lodge contents be removed from the building.
9. All garbage shall be placed in suitable, properly tied plastic bags. Liquids must be in suitable containers and capped. Garbage bags are to be placed on the floor inside the building by the door leading out to the parking area.
10. “Cleaning and Kitchen Use Procedures” are listed on page 2 of this document.
11. Keys for the Lodge can be picked up and MUST BE signed out at the Florence Natural Resource Center. The Renter is responsible for locking the Lodge upon leaving the premises. The key shall be returned and MUST BE signed back in the next business day after usage at the Natural Resource Center. For weekend rentals – the key can be picked up no earlier than Thursday.
12. Rules on the signs that pertain to usage on the grounds outside the Lodge must be obeyed.

## **FLORENCE COUNTY KEYES PEAK SKI LODGE KITCHEN USE AND CLEANING RULES**

1. **\*\*USE ONLY WARM WATER – WITH NO SOAP OR CHEMICAL OF ANY KIND TO MOP THE WOODEN DANCE FLOOR.**
2. **All food must be prepared and brought to the Ski Lodge to be kept warm and or cold for the event.**
3. **All kitchen utensils must be washed, sanitized, dried and returned to proper storage areas.**
4. **Appliances including refrigerator, stoves and burners must be scoured and wiped clean after use. Do NOT unplug refrigerator.**
5. **All food spills must be removed and washed clean. This includes but is not limited to cabinets, refrigerators, stoves and ovens.**
6. **Sinks must be cleaned and wiped dry. No food should be left in the drain.**
7. **Counter tops and tables must be protected with hot pads when serving hot dishes. Counter tops and tables must be cleaned and wiped dry following use.**
8. **Kitchen, main room, halls and bathrooms must be swept, damp mopped or vacuumed following use.**
9. **All garbage must be in plastic garbage bags and removed from containers. The garbage bags are to be placed on the floor inside of the building by the door to the parking lot.**
10. **Coffee grounds are to be wrapped in paper and placed in trash containers. Do NOT throw coffee grounds in sink.**
11. **No County property is to be removed from the building.**
12. **Contact Forestry & Parks personnel prior to using facilities to ensure appliances are operating properly.**
13. **All equipment failure is to be reported to the Florence County Forestry & Parks office.**
14. **Turn off all lights, coffee pots, etc. prior to leaving building.**
15. **Clean up must be within 24 hours of the rented date.**

**Violations of Ski lodge rules can result in the loss of your security deposit and/or you may not be allowed the use of the facilities in the future.**

*Approved: June 11, 2014*