



## THE FONTANA PARK COMMISSION

175 Valley View Dr. P.O. Box 200  
Fontana, Wisconsin 53125

### Park House, 329 Third Avenue User Checklist

1. Park House front door key may be picked up at Village Hall one day prior to the permitted event or on Fridays for weekend events. Village Hall is Open from 8:00 AM to 4:00 PM on Weekdays (excluding Holidays), and from 10:00 AM to Noon on Saturdays from Memorial Day weekend through Labor Day.
2. Key must be returned to Village Hall following the event. There is a Secure Drop Box located at the South (Chamber of Commerce) entrance to Village Hall.
3. Make sure the Park House door handle is locked prior to returning the key and if you opened the back door, make sure it has been locked. *(Please also attempt to lock the deadbolt on the front door, but it can be difficult at times and does not have to be locked if you are not successful.)*
4. When necessary, check the Park House thermostat on the wall located directly across from the front door. If you adjust the thermostat, please return it to the original setting before leaving.
5. If using the Park House tables and chairs, put the chairs back in the racks and stack the tables against a wall following the event. Also close the windows if you opened them.
6. Make sure to clean the kitchenette facilities if used.
7. Trash bags should be tied up and placed in the garbage receptacle outside of the back door. Anything that cannot be contained in a trash bag must be removed from the Park House and disposed of at an appropriate location.
8. For Emergencies, call 911. To contact a Village of Fontana police officer for non-emergency situations or assistance, call (262) 275-2275. If necessary, the on-duty police officer will contact a Village official or employee.