



WHITEFISH BAY

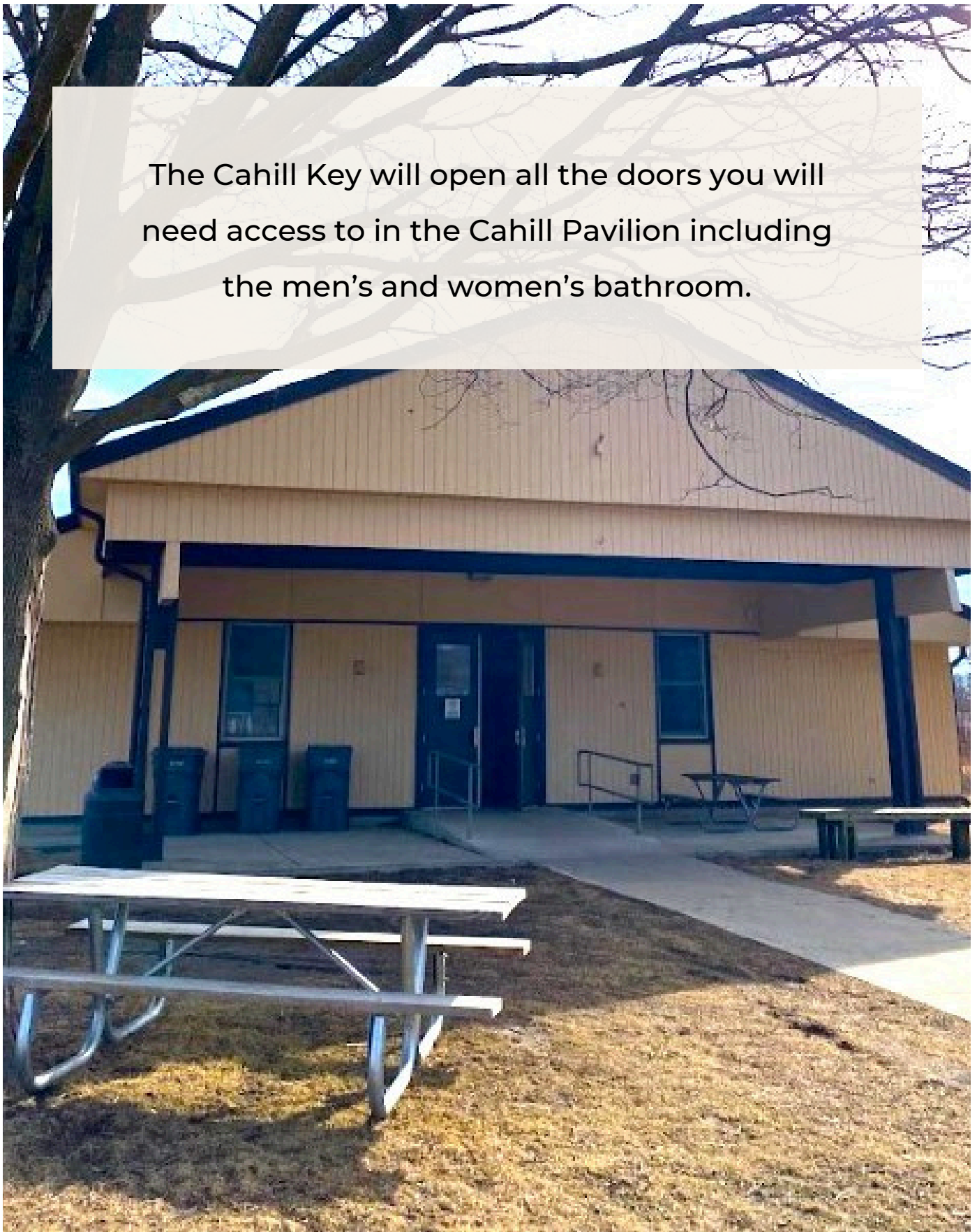
# Cahill Pavilion

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Opening & Closing Procedures



The Cahill Key will open all the doors you will need access to in the Cahill Pavilion including the men's and women's bathroom.





# LIGHTS & THERMOSTAT

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## Light Switches

The light switches are in the Office located at the east side of the building (to the right of the mini kitchen).



## Thermostat, Fireplace Switch & Timer

The switch for the fireplace, fireplace timer and thermostat are found on the wall near the utility closet. You may turn up the heat on either when the weather is cold. **Please remember to turn the heat down when you leave.**



## Fireplace Switch & Time (close up)



# TABLES & CHAIRS

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## Extra chairs in storage closet

The Cahill can accommodate about 100 people standing, 40 people sitting.

Extra tables and chairs can be found in the storage closet.



## Extra tables in storage closet

There are round and rectangle tables available.



# AMENITIES

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## Mini Kitchen

The mini kitchen includes a sink and microwave.

A refrigerator is **not** included. Please bring a cooler to store cold food & beverages.

\*If alcohol is brought to your event, it must only be consumed inside the Pavilion.



## Projector

The projector is located above the fireplace. Equipment for the projector is not provided.



# GARBAGE

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## Utility Closet

All garbage should be picked up and thrown into waste containers or garbage bags.

If you need extra garbage bags, they can be found in the utility closet near the sink.



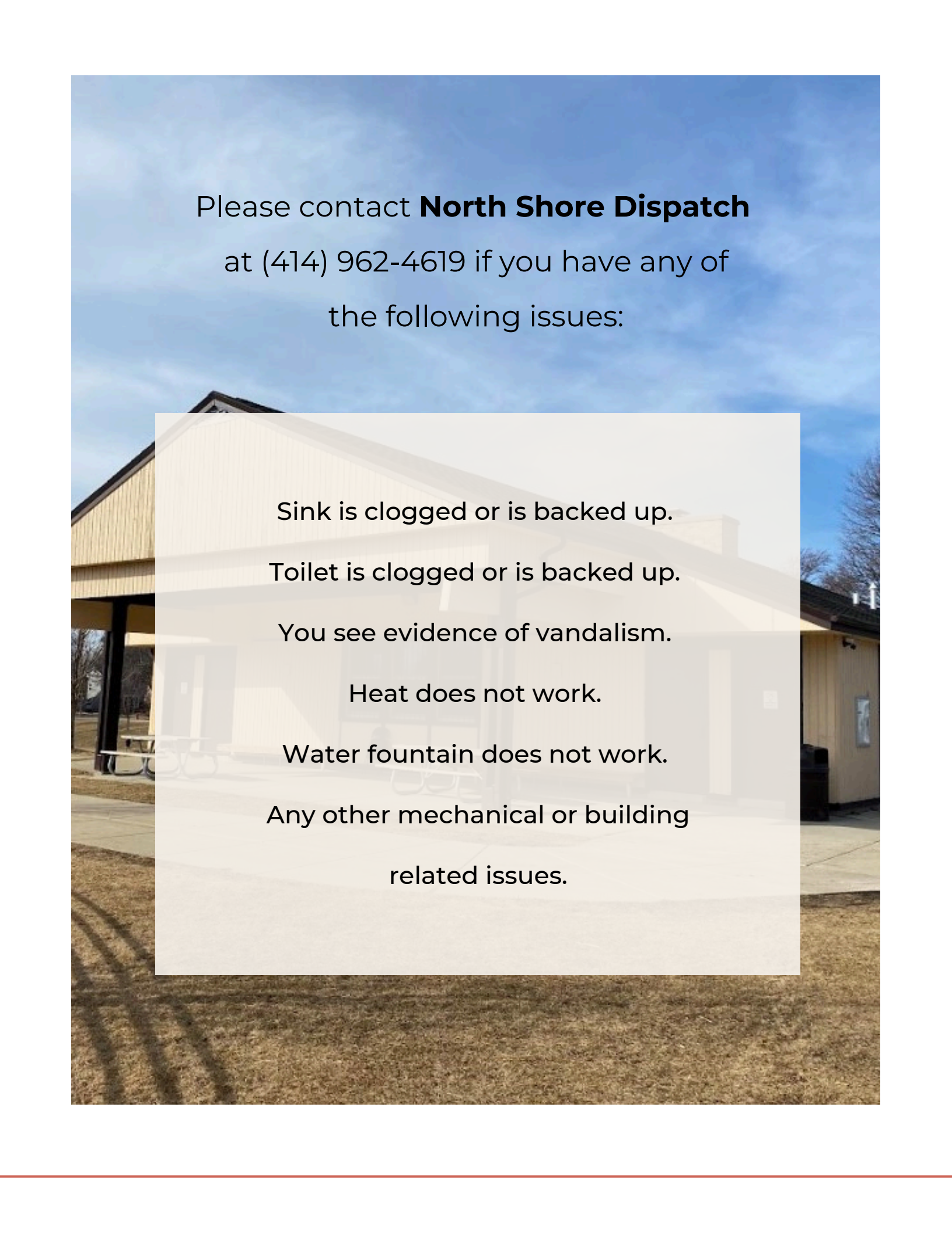
## Extra cleaning supplies in utility closet

There is also a broom, dust pan and mop in the utility closet that may be used by renters.

Garbage is not picked up on the weekends, so please be aware there may be garbage in the pavilion from the previous rental(s). There are extra garbage bins located on the outside of the building for your convenience.







Please contact **North Shore Dispatch**  
at (414) 962-4619 if you have any of  
the following issues:

Sink is clogged or is backed up.

Toilet is clogged or is backed up.

You see evidence of vandalism.

Heat does not work.

Water fountain does not work.

Any other mechanical or building  
related issues.



# CLOSING

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## 1 Clean Up

Throw away all your garbage into garbage bins or tied bags and sweep floors with the broom found in the utility closet. Tied bags can be thrown into the garbage bins located outside of the Cahill Pavilion along the exterior of the building. If you need a few more garbage bags, they can be found in the utility closet.

## 2 Lock All Doors

Make sure all of the doors are locked from the inside. Don't forget to lock the men's and women's interior doors – leaving those open would give anyone access to the building from the outside. Also check the back exterior doors.

## 3 Turn Off Fireplace, Lights & Thermo

The fireplace can be turned off by turning the left switch off and the timer to "OFF". Turn off all the lights and turn the thermostat down between 50 and 60 degrees.

## 4 Lock Up & Return Cahill Key

Lock the main entrance door after you exit and return the Cahill key to the Whitefish Bay Recreation Department.

**\$75.00 will be charged if the Cahill Key is not returned within 3 business days of your event.**

If you notice any damage to the building, please report it to the Recreation Department at (414) 963-3947 Monday thru Friday during office hours. Outside of office hours, contact the North Shore Dispatch at 414-962-4619.