

Opening Procedures

-The Cahill key will open all the doors you will need access to in the Cahill Pavilion.

-Light switches are located in the Office located at the east side of the building.

-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.*



Thermostat, fireplace switch and timer



Fireplace switch and timer

Tables and Chairs

Tables and chairs for approximately 40 are located around the Cahill Pavilion. Extra chairs can be found near the coat rack and in the storage closet to the right, and tables are in the open space with extra tables located in the storage room to your right.



Extra chairs in storage closet



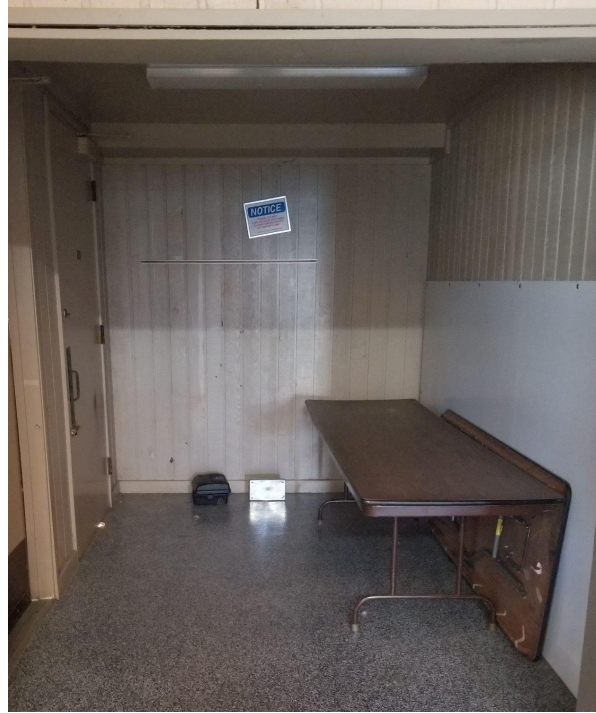
Extra chairs near the coat rack



Extra tables in storage closet



Tables in the open space



Tables in alcove

Amenities

A microwave, sink and projector screen are located inside the pavilion. Equipment to project onto the screen is not included.



Microwave and sink



Projector screen

Garbage

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



Utility closet

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



Extra garbage bags in utility closet

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



Broom/dust pan and mop

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 Procedures

-Throw away all your garbage into garbage bins or tied bags. 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.



-Sweep floors with the broom found in the utility closet and wipe down tables and chairs.



-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.



-Turn the fireplace 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.



-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.

-Lock the main entrance door after you exit.

-Return the Cahill key to the Whitefish Bay Recreation Department on the next business day.