



**“A fun way to make new memories and preserve the past.”**

## **General Information:**

If issues come up during the time you are using the residence, please contact:

**Lisa Needels, Owner – (651) 324-5120**

**Woodville Fire Department – (715) 698-2222**

**Woodville Police Department – (715) 698-2169**

**Parking:** The property has two parking spots in the front of the shed. In the summer months, you can park on the street in front of the house. If you expect to have more than eight (8) vehicles at the property, let the owner know in advance. No parking on the lawn. Guests are welcome to park in the Citizen Bank parking lot in spots facing Memories at the Depot for overflow parking or winter parking.

**Winter Parking:** Absolutely NO parking is allowed on the street from **between 3:00 am and 5:00 am on any from November 1 to April 1. You will be towed at your expense.**

**Smoking and Illegal Substances:** Vaping and tobacco usage is NOT permitted within 25 feet of the home. Illegal substances and under 21 alcohol use on the property is strictly prohibited.

**Pet Policy:** Standard policy is that guest's pets are not allowed on the property.

**Noise:** All noise must be kept to a minimum. Loud outdoor noise is not permitted between 10:00 pm and 8:30 am.

Every day at twelve (12) noon the Village of Woodville's siren is blown. You can set your clock by it!

### **Authorities:**

If the authorities are called for ANY reason other than an accident, medical emergency, or fire, remaining rental stay time will terminate and payments forfeited.

**Cleaning Fee:** All stays require a \$150 cleaning fee

**Damage Deposit:** A \$500 damage deposit is required at the time of booking. Report all damages to the owner PRIOR to your departure. Damages which are not part of normal wear and tear will be the responsibility of the renter.

## Check-In Procedure:

**Standard Time:** Check-In is at 4 pm

**Electronic Deadbolt:** You will be given the combination to the front door electronic push button security lock. You will NOT need a key to gain access.

TO OPEN: Enter the code provided. Wait until the deadbolt opens. Use the bottom handle to open the door.

TO LOCK: Enter the code. Wait to hear the lock engaged. For safety, lock whenever leaving the property.

**Heating and Cooling:** A thermostat control to adjust the furnace temperature can be found near the main floor bathroom. **Do not turn off the thermostat.**

Winter: Set up to 70F during visit and set down to 55F on departure. When you leave, **turn ALL the thermostats back down to 55F**, but keep it switched to Heat. There are also 1-2 space heaters found throughout the house. Turn off and unplug all space heaters when leaving the premises.

Summer: The thermostat control to turn on the AC is found in the hallway on the main floor. When you leave, **turn the thermostat up to 85F.**

**Safety Features:** For your safety, please make yourself familiar with the location of the exit doorways, smoke detectors, carbon monoxide detectors, fire extinguishers, first aid kits, circuit breaker box, and water shut off valve. **A map with item location is on the back of the front and rear entry doors.**

## Accommodations:

### Sleeping Arrangements (17 twin sized beds)

1. Upstairs bedroom #1 – 2 twin beds
2. Upstairs bedroom #2 – 2 twin beds
3. Upstairs bedroom #3 – 3 twin beds
4. Upstairs bedroom #4 – 3 twin beds
5. Upstairs bedroom #5 – 2 twin beds
6. Upstairs bedroom #6 – 5 twin beds

### Bathrooms (2.5)

1. Upstairs: Full bathroom – 3 private showers, 2 private toilets, 2 sinks
2. Main floor: private toilet and sink
3. Downstairs: Full bathroom with shower – IN PROGRESS

**Kitchen:** A fully equipped kitchen with stove, refrigerator, microwave, dishwasher, toaster, coffee maker, pots/pans, bakeware, dinnerware, and utensils. There is also a mini-fridge in the main floor kitchenette area.

## Amenities:

**Linens:** Bath towels, hand towels, washcloths, and bed linens are provided. If you require a change of linens mid-week a washing machine and dryer are in the basement for your use.

**Wi-Fi:** There is wireless internet in the house. The router and modem are located in the kitchenette. The security access code for the wi-fi is posted on signage throughout the house. Service is contingent on the local service provider.

**TV:** ROKU TV with DVD player is located in the living room. Service is contingent on the local service provider. Instructions for TV and DVD viewing are written on the TV and DVD player. A second TV (with DVD), along with a DVD collection is located in the upstairs lounge area. No pay-per-view ordering is allowed.

**Main Floor Speakers:** A speaker system is located in the kitchenette area. You can listen to radio or Pandora throughout the main floor.

**Indoor recreation:** Air hockey, table tennis, board games, and puzzles are available for your use.

**Patio Furniture:** Outdoor furniture cushions are located in the waterproof patio storage box. In event of rain, please return cushions to deck box so they remain dry. Return DRY cushions back into box at end of stay. If cushions are damp, leave a note for the cleaning crew.

**Gas Grill:** A gas grill is located by the patio. After each use, cover grill when completely cooled. Clean the grill if used during your stay. Leave a note for cleaning crew regarding use and need for propane tank refill.

**Upper Deck Area:** A propane fireplace is located on the upper deck. It uses small tanks located in the square storage bin along with a lighter. When tanks are empty, leave them outside of the bin for cleaning crew to collect.

A patio umbrella is located inside (behind the door). Bring in umbrella during inclement weather or at check-out.

**Fire Pit:** A wood fire pit is located near the patio on the east side of the house. Fire pit must remain 20 feet from any flammable structure when in use. There is dry stacked fire wood, starter, and a lighter located behind the shed. **PLEASE EXTINGUISH FIRE COMPLETELY AT THE END OF EACH USE.** Absolutely NO recreational wood fires are allowed when Wisconsin Department of Natural Resources burning ban OR unfavorable wind conditions are in effect. Burning trash of any kind is prohibited.

**Fireworks:** Personal fireworks are prohibited in the state of Wisconsin. Possession or use of fireworks without a permit can result in a \$1,000 fine. Use of fireworks can result in a forfeit of your deposit. Please respect the law and your neighbors.

**Outdoor recreation:** Outdoor game are located in the locked shed. Please have an adult retrieve them. Return games – with ALL pieces – to shed during inclement weather or upon check out.

## Check-Out Procedure:

***\*\*Please sign the guest book and leave us a review at [Airbnb](#). We hope you have enjoyed your stay.***

**Standard check-out:** Standard check-out is no later than 10:00 am. Extension of check in/out times are allowed only if outlined in the signed contract. There may be a charge for any adjustments in check in/out times. Check-in time flexibility may be granted during off-peak times. However, during peak times and the holiday season we will adhere tightly to the normal check in/out times in order to give our cleaning crew adequate time to prepare for the next guest.

### **Kitchen:**

Run and empty the dishwasher.

Clean and put away all dishes.

Clean coffee makers. Don't forget to remove coffee grounds from coffee maker.

Wipe down: microwave, stove, refrigerator, countertops, and tables

Discard disposable dishcloth into trash

**Cleaning (vacuum & dry mop):** There is a vacuum, dry mop, and mop available. Vacuums are also in the upstairs bedroom (Mexican Room) closet. Additional cleaning supplies are found under the upstairs bathroom sink and downstairs kitchen sink.

**Furniture:** Return furniture to its original arrangement.

**Refrigerator:** Check kitchen fridge, freezer, and small refrigerator – take home all food you brought. Remove all perishables. Wipe out fridges.

**Towels:** One towel per guest is provided. There is a limited number of extra linens available. To prevent extra cleaning fees please use the washer and dryer to wash/dry/fold all extra towels and linens used.

**Bedding:** The cleaning staff will take care of laundering the linens and remaking the beds.

Please remove the used sheets and pillowcases.

Place in laundry hampers provided.

Leave mattress pad on bed unless soiled.

Leave pillow and folded comforter on bed.

**Toilets:** ABSOLUTELY NO feminine hygiene products, hand wipes, paper towels, etc. in the toilet. Use the waste paper baskets to dispose of these items.

**Fan:** Turn OFF all ceiling fans.

**Shades/Blinds:**

Winter: when leaving – **OPEN all the blinds** on the main floor and upper levels

Spring: when leaving – **CLOSE all the blinds** on the main floor and upper levels

**Trash:** Please take care of trash during and at the end of your stay. Take trash to rollaway garbage bin found outside of the shed. Extra trash bags are under the kitchen sink.

\*For those staying during the midweek, garbage bins AND recycle bins should be set out at the end of the driveway on MONDAY EVENINGS for Tuesday morning pick up.

\*At the end of your stay, clean out all wastebaskets in bathrooms and kitchens. Replace plastic bags. Then roll bin to the end of the driveway for weekly garbage collection.

**Lights:** Check that all lights are off including deck lights.

**Lockup:** All window latches must be locked from the inside. Make sure the following doors are locked”

1. Main floor entry door
2. The side door
3. Back porch door
4. Shed door

To lock the front door, enter (THE CODE PROVIDED) on the electronic pad when you exit. Check door to verify that it is latched and locked.

**Thank you for staying at**

**Memories at the Depot!**