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DEPARTMENT OF RECREATION

Mailing Address:  
Recreation Department  
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Oneonta, NY 13820

Phone: 607-432-0680  
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## **Laskaris Skatehouse Facility Check-List:**

Thank you for your decision to request use of Laskaris Skatehouse. It's my hope that your event is a very successful one, and that you return to beautiful Neahwa Park again next year! Enjoy your time spent with us!

**Louise (Lou) Lansing**  
**Parks Administrator**

***Please review this CHECKLIST before and after your event:***

- 1. Please make sure this facility is never left unlocked and/or unsupervised;**
- 2. Maximum number of occupants for this facility is (64);**
- 3. The Parks-On-Call number is (607) 432-9036 / PIN – 3010;**
- 4. Please place all bagged-trash inside the Skatehouse before leaving the facility after your event;**
- 5. Be sure that all tables and chairs that were in this facility at the start of your event, are returned to the same place before you leave;**
- 6. Before locking the doors, please check restrooms and close windows;**
- 7. Place the rocks that act as door-stops INSIDE the Skatehouse and turn-off inside lights before locking the facility;**
- 8. Push the door-slide lock at the bottom of the left-side door, into the lock-position before closing and locking the Skatehouse doors with your key;**
- 9. *Please deposit your key into the mailbox on the back-side door of the Recreation Department Office before leaving the Park;***

**\*Call my cell, should you have any questions or concerns.**

**ENJOY YOUR TIME SPENT IN BEAUTIFUL  
NEAHWA PARK!**

