

RENTAL CHECKLIST FOR CLUBHOUSE

NO DECORATIONS MAY BE PINNED, NAILED, OR TAPE TO WALLS OR CEILINGS

Any event rental includes 9 hours of premises use. The rental time-frame MUST include decoration and set up time, event time, and clean up time, not to exceed 9 hours total, unless the renter paid for extra hours of clubhouse use. Extra time cost is \$50.00 per hour.

An example of 9 hours time frame is: 3 hours for decoration, 5 hours for the event, and 1 hour for cleanup. (This is just an example for 9 hours time-frame)

CLEANUP CHECK LIST:

- Garbage should be placed in garbage bags, tied, and placed in garbage cans outside the kitchen door, with lids put on top of garbage cans. Cans must be taken to the blacktop.
- The 2 bathrooms should be cleaned, trash cans emptied and trash bags replaced with small clean trash bags, which can be found in the storage room next to the kitchen. Both toilets should be wiped down from top to bottom, both sinks cleaned, floor swept, then mopped. Supplies will be found in cabinet under sink.
- Floors should be cleaned, swept, and mopped in meeting room, bathrooms, and kitchen, as well as back room floors if used.
Floors should be mopped with water and the purple cleaner found under the kitchen sink.
- Everything in kitchen should be cleaned: stove, microwave, sinks, counter tops, refrigerator, and dishwashers if used.
- All tables used should be cleaned before they are put away. There are supplies under the kitchen sink for cleaning tables, counter tops, chairs, etc.
- All decorations should be removed, both, inside and out.
- Outside entryway and parking lot need to be cleaned and swept if necessary.
- All lights, air conditioning/heater, and hot water should be turned off before leaving. If not done, \$25.00 will be deducted from your deposit.

If extra cleaning is required after inspection, a portion of your deposit will be deducted to cover the cost of janitor services.