

# CLUBHOUSE CLEAN-UP CHECKLIST

To have your Damage/Hold Deposit returned, please ensure all the items below are completed **AT THE EVENT END TIME SPECIFIED ON YOUR CONTRACT**, sign the form and leave it with the key on the bar. The Clubhouse Manager will confirm all the items are done and will authorize return of your Damage/Hold Deposit.

***Items not completed to the satisfaction of the Clubhouse Manager will result in some or all of your Damage/Hold Deposit not being returned.***

1. ALL CHAIRS AND TABLES ARE CLEAN. TABLES RETURNED TO THE STOREROOM IN THEIR ORIGINAL LOCATIONS AND ORIENTATIONS.
2. Chairs stacked (8 chairs per stack) and returned to their original locations (32 in main hall, remainder in storeroom).  
**STACK CHAIRS CAREFULLY TO AVOID DAMAGING THE CUSHIONS.**
3. All decorations removed along with any mounting items. (carefully remove sticky dots, tape, stick-on hooks, etc.).
4. All floors swept and spills/stains mopped with **CLOROX** (located under the kitchenette sink). Restrooms are checked.
5. All trash (inside and outside) placed in the provided garbage bags and put in the outside trashcans. Trashcans put at the south curb, spaced 3' apart.
6. Clean garbage bags put in all inside wastebaskets and trashcans.
7. Kitchenette countertops and bar top are clean.
8. Electric cooler cleared out and unplugged.
9. Refrigerator and freezer (if used) cleared out and clean.
10. Both A/C controls set to 75°.
11. Outside grounds checked for trash.
12. All side doors locked (upper and lower). Window blinds closed.
13. All lights, fans and electronics are turned off.
14. This form signed and left on the bar along with the key.  
Push in the doorknob lock button on the front door and be sure the door is locked when you leave.

CLUBHOUSE MANAGER  
CONFIRMATION












Please list any problems you encountered or issues that we need to address.

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Renter's Signature

**LEAVE KEY  
HERE**