

THE GATES

Pre and Post Checklist for Clubhouse Rentals

This is to be checked off by the clubhouse chairperson and signed and dated by BOTH the renter and the chairperson before and after use. Any discrepancies should be noted at that time. Limited cleaning supplies and trash bags will be supplied.

PRE	POST	STORAGE ROOM (Only listed items may be used)
		Chairs and tables cleaned and stacked
		Vacuum placed against wall (vacuum in working order)
		Restrooms
		Vanities, mirrors and toilets clean
		Floor swept and clean
		Trash emptied
		Toilet paper and hand towels refilled
		KITCHEN
		Dishes cleaned and put away, and dishwasher empty
		All counter tops, sink, stove OFF, and microwave clear and clean
		Clubhouse refrigerator contents identified. All other contents removed. Refrigerator clean and without spills
		Floor swept and clean Trash empty, clean bag in place (recycling mandatory in bins provided)
		All Clubhouse Kitchen Equipment (serving Pots, Trays, Cups, Glasses, etc) returned to their proper storage locations.

THE GATES
Pre and Post Checklist for Clubhouse Rentals

AUDIO-VISUAL EQUIPMENT

(All in working order. Renter shall be sole operator)

All equipment off. 3 remotes in cabinet, CD's and videotapes removed

COMMUNITY ROOM

Fireplace off, key in first drawer (fire safety is your responsibility)

Permanent furniture in place, table tops clean, furniture undamaged

Decorative items in place

Carpet vacuumed and stain free

Overhead Fans are OFF

EXTERIOR – REAR

Grounds clean and trash empty

EXTERIOR – FRONT

Cigarettes empty from sand tray (smoking outside only)

Grounds clean, parking lot clean

THE GATES
Pre and Post Checklist for Clubhouse Rentals

PRE-RENTAL

HOA Representative

Renter

Date

Date

POST-RENTAL

HOA Representative

Renter

Date

Date

PLEASE NOTE ANY DESCREPANCIES OR DEFICIENCIES HERE

CLUBHOUSE USE ONLY – LOCK UP CHECKLIST

- _____ Upper Attic
- _____ Storage room
- _____ Stereo cabinet
- _____ Bathroom – exteriors
- _____ Bathroom – interiors
- _____ Side doors x two
- _____ Entry doors locked and secure

THE GATES
Pre and Post Checklist for Clubhouse Rentals