



# Clubhouse Event Guidelines

The Clubhouse Committee will ensure the pantry is stocked with all items needed for your event. This document is for the host of the event. Please check over the guidelines listed as these are reminders for your event.

## Kitchen

- Remove all food items from fridge/freezer at end of event.
- Remove all decorations.
- Wash and put away kitchen items used. Do not leave any dishes in sink or drain board.
- Sanitize sinks and counters. Clorox wipes are located under the sink.
- Neatly return any unused items to pantry.
- Sweep and mop floors.
- Empty all trash cans into bins outside of kitchen.
- Place clean bags in all garbage cans.
- Unplug and clean all appliances used.

## Bathroom

- Replenish paper products.
- Empty trash and replace bag.

## Great Room/Card Room/Media Room

- Do not tape decorations to walls or windows.
- Remove all decorations and personal items from event.
- Sanitize and clean all tables (*cleaning supplies located under kitchen sink*).
- Sweep/vacuum floors.
- Neatly return chairs and tables to storage area.
- Return all furniture to its original location.
- Wash, fold and return any Clubhouse tablecloths used (*returned by 3 days after event*).
- Clean up any spills.

Any questions, contact the Clubhouse Committee:

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our Board Liaison, Cathy Vento, at [president@legacyatodessa.org](mailto:president@legacyatodessa.org) or [vento1118@yahoo.com](mailto:vento1118@yahoo.com).