



# 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 premises, including 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. Cleaning supplies are located under the kitchen sink.
- Neatly return any unused items to pantry.
- Sweep and mop floors. Supplies are in pantry or storage closet near restrooms.
- Empty all trash cans into bins located outside of kitchen, using side door.
- Place clean bags in all garbage cans. (*garbage bags located under cabinet nearest cans*)
- Unplug and clean all appliances used.

## Bathroom

- Empty trash and replace bag (*garbage bags located under cabinet nearest cans*).

## Great Room/Card Room/Media Room

- Wipe off high-top table glass. Labeled bottle can be found under kitchen sink.
- 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:

Angela Marshall, Clarissa Fagan, Shir Johnson (J-T) at [clubhouse@legacytodessa.org](mailto:clubhouse@legacytodessa.org) or our Board Liaison, Troy Steverson at [director2@legacytodessa.org](mailto:director2@legacytodessa.org)