

## **Check-off after Rental of the Clubhouse:**

**As a part of the signed rental agreement, the following items must be checked prior to leaving after an event. The security deposit check will not be returned, if issues related to the check-off, are not completed & require additional service/extra cleaning.**

- \* all trash cans must be emptied and placed in the receptacles outside the pool gate;**
- \* Boys and Girls Bathroom check: faucets turned off, toilets functioning properly & no "mess" on floor/toilet seat; (if there is an issue during the event please contact Julia Darnell & close off area); turn lights off & close doors into bathroom but leave doors into the main room open**
- \* set both thermostats to 55 in winter and 78 in spring/summer**
- \* remove all decorations/painters tape;**
- \* remove items from the refrigerator/ freezer**
- \* sweep floor and wipe all counters off - please do not leave spilled food/drink on surfaces/floor)**
- \* Any chairs and tables used need to be wiped down, but may be left out and will be put away by the cleaning service.**
- \* turn off appliances/lights and shut doors into bathrooms**

**Please contact a Board Member if you have any questions.**

**Thank you and enjoy your event.**