



**FAILURE TO COMPLETE THIS CHECKLIST WILL RESULT IN A PORTION OR ALL OF YOUR SECURITY DEPOSIT BEING FORFEITED.**

1. All Tables are to be wiped off all adhesives are to be removed. Tables are to be broken down and returned as required in the storage room.
2. All Chairs are to be wiped off if dirty. They are to be stacked in the store room.
3. All Decorations are to be completely removed. All string, tape, banners, streamers are to be removed completely from the walls and ceiling, lights & doors. This also includes the outside of the facility.
4. All Floors must be swept & mopped of all spills or debris.
5. Carpet is to be vacuumed.
6. Kitchen floor, counters, cabinets, stove, microwave, sink and refrigerator be cleaned, any appliances used must be put away.
7. All Restrooms are to be cleaned and all trash removed.
8. All Windows are to be closed and locked with blinds closed.
9. Thermostat is to be returned to 60 degrees in the winter and to 76 degrees in the summer.
10. All garbage is to be thrown out & replaced with clean garbage bags, please put all recycling in recycling cans.
11. All Lights are to be turned off.
12. All Doors are to be locked.
13. Driveway, parking lot, and grass areas are to be cleaned of all paper, cans, bottles, or debris. Cigarette smoking is prohibited in the facility and all cigarette butts must be removed from the outside area. **CIGARETTE/CIGAR BUTTS THROWN INTO THE BUSHES MUST BE CLEANED OUT**
14. While you may receive the key to the clubhouse the day before your rental, this is strictly for your event set-up. If the clubhouse is used for anything else prior to the day of your rental, your security deposit will be forfeited and your rental will be cancelled.
15. **All cleanups must be done immediately upon completion of your event. You may not return the next day.**

A final inspection will be done within 24 hours of key return and then your security check will be mailed to you.

*Thank you for renting The Skyline lakes Clubhouse.*