



## **- CLUBHOUSE RENTAL CHECKLIST -**

**Remove all food, drinks and decor that was brought in. Anything left in the refrigerator will be thrown away. No items to remain in the refrigerator or cabinets. If any beverages are left in the refrigerator they will be fair game to all who use the facility.**

**Wipe off any food or residue left in the kitchen as well as on any tables, chairs, counters, or floor. All tables and chairs are to be inside of the clubhouse and left setup to be properly disinfected by the cleaning staff.**

**If the floors require cleanup such as large trash or residue, supplies are left in the men's restroom in the dressing area. Please use the special cleaning mixture for the floors provided. The cleaning staff will thoroughly sweep and mop behind you.**

**Flush toilets in both restrooms prior to leaving.  
All trash is to be taken out to the clubhouse dumpster  
and trash bags to be replaced. The code is 4607.**

**If additional soap, paper towels, toilet paper or cleaning supplies are needed they are in the dressing area of both restrooms and the kitchen. If supplies are low, please make us aware.**

**All lights and fans are to be turned off prior to leaving.  
The outdoor lights under the covered patio are set to  
timers they will remain on once dark.**

**Set both units to the proper temperature prior to leaving.  
The heater to 63 degrees in the winter.  
The air conditioner to 80 degrees in the summer.**