

Check List for Clubhouse Rentals

Please review the below listed issues prior to and after use of the Clubhouse.

Printed Name _____ Lot Number _____ Date Rented _____

Before Use			After use	
Item	OK		OK	
1		Floors Clean Upstairs		Floors Clean Upstairs
2		Floors Clean Downstairs		Floors Clean Downstairs
3		Kitchen Clean		Kitchen Clean
4		Kitchen dishes put away		Kitchen dishes put away
5		Kitchen Dishwasher empty		Kitchen Dishwasher empty
6		Bathrooms Clean		Bathrooms Clean
7		Bathroom Supplies		Bathroom Supplies
8		All Decorations Posters have been removed		All Decorations Posters have been removed
9		No Marks on walls		No Marks on walls
10		Tables and Chairs put away		Tables and chairs put away
11		Fireplace tables and Chairs put away		Fireplace tables and chairs put away
12		All appropriate lights have been turned off		All appropriate lights have been turned off
13		Trash has been removed		Trash has been removed
14		All Doors Locked		All Doors Locked

If you find any issues with the building prior to use please take pictures, and describe below.

Signature of Renter _____

Please complete this form and slide under the Office Managers door or put in the drop box with the keys.