

## **END OF EVENT CHECKLIST**

At the end of any event, the clubhouse must be left in the same condition, if not better, then it was before the event. The following deductions will be made from the deposit if this requirement is not met. The renter is fully responsible for any and all damages to the clubhouse that occurs during the rental period. If damages do occur beyond the amount of the deposit, the renter is fully liable for paying such additional charges.

- All tables and chairs must be thoroughly cleaned and returned to the storage closet. Chairs must be returned to storage. **FEE: \$50**
  
- Any trash/garbage generated by the event (including that in kitchen and restroom) shall be bagged and **REMOVED** from the premises and **NOT** placed in the clubhouse, pool, or park trash bins. Any trash left inside/outside the clubhouse, pool, or park will result in **TOTAL FORFEITURE OF \$200.00 DEPOSIT.**
  
- Remove all decorations prior to leaving. **helium balloons are not permitted.** On Freestanding decorations are to be used; no tape, pins, etc. All wall damage will be deducted from your deposit. **MINIMUM FEE \$20**
  
- The air-conditioning/heating thermostat is electronically controlled but may be adjusted manually. It is the renter's responsibility to return the thermostat temperature back to the proper setting (76° F) during the summer/66° F during the winter) following the event period. **FEE \$30**
  
- Floors must be thoroughly swept. Mop floors if necessary, to remove any spills or stains. **FEE \$30**
  
- Clean all countertops, microwave, and refrigerator (inside and outside). Make sure both refrigerator doors are closed, and all food/beverages removed. **FEE \$20**
  
- Turn off all lights, ceiling fans, and water faucets. **FEE \$20**
  
- Make sure all windows and doors are locked prior to leaving. **FEE \$50**
  
- Any furniture moved must be returned to its original position. **FEE \$20**
  
- No food should be disposed of through the sink; garbage disposal should be left in working order. **FEE \$100**

**I, \_\_\_\_\_, have adhered to all rental policies and rules; have completed the End of Event Checklist items; and am formally requesting return of my security deposit.**

\_\_\_\_\_  
**RENTER SIGNATURE**

\_\_\_\_\_  
**DATE**