



Turn-Key Clubhouse Rentals

(REVISED Jan2015)

- **Please follow the Renter's Responsibility Guide for the clubhouse.**
- **After each rental, the clubhouse will be inspected and a cleaning service scheduled.**
- **User fee is \$100. Security deposit is \$250.00 cash.**

Renter's Responsibilities:

- ☐ At the close of your event, please empty all clubhouse trash cans. Place all trash into garbage bags and then into HOA garbage cans. Remove all loose debris, including but not limited to food and all tableware, decorations, balloons and tape.
- ☐ If you used the lawn area, pool, tennis or playground area, pick up all trash from those areas as well.
- ☐ Unless specific (written) arrangements have been made, all items brought into the clubhouse as part of your function must be removed by 9AM the day following your rental. Any items left behind will be disposed of and charges to your deposit will be at Board discretion.
- ☐ Vacuum cleaner is in closet under the stairs; please empty vacuum container after use.
- ☐ Use of tape, thumbtacks or other adhesives is NOT permitted on the walls, molding or railings. Use of glitter, confetti, etc is strictly FORBIDDEN inside of clubhouse.
- ☐ Please wipe up all obvious spills to help minimize permanent staining on carpet and kitchen tile.
- ☐ Please take HOA Garbage cans, even if partially filled, to the street. Place them just inside the parking lot, by the mailbox for pick-up, if they are not already there.
- ☐ Return thermostats to original temperature setting (60 in winter/82 in summer).
- ☐ Lock all doors and windows! Be sure to check all doors, even if you did not open them! Ensure deck door is securely closed and deadbolt is engaged.
- ☐ Set the alarm. You may be held responsible for any damages occurring from an unset alarm.
- ☐ Please call in the Clubhouse Chair to report any damaged items before your party or you may be held liable for the damages.
- ☐ Return key and signed Turn-Key Rental form **upon completion of this checklist** following your rental. The cleaning service cannot come until the key and form have been returned.

To ensure the refund of your Security Deposit please complete this checklist. Please be aware that items not completed will result in the forfeiture of all or a portion of your Security Deposit.

Signature _____ Date _____