

Brookwood Lake Homeowners Association, Inc.

Clubhouse Rental Checklist

- Please follow the Renter's Responsibility Guide for the clubhouse. Clubhouse must be cleaned to receive any Deposit back. After each rental, the clubhouse will be inspected.

Renter's Responsibilities

- Contact the Clubhouse Chair to report any damaged items before your party or you may be held liable for the damages.
- 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.
- If you use 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.
- Vacuum cleaner is in closet under the stairs; please empty vacuum container after use.

- Floor vacuumed and stains cleaned.
- Kitchen floor mopped/cleaned of any food etc.
- Cabinets wiped down of any food spillage.
- Kitchen counters cleaned for spills, crumbs, etc
- All Trash is removed from clubhouse (including kitchen, upstairs bathroom)
- Items in refrigerator removed and any spills cleaned up.
- Remove all loose debris, including but not limited to food and all tableware, decorations, balloons and tape.
- HOA Garbage cans, even if partially filled, must be taken to the street. Place them just inside the parking lot, by the mailbox for pick-up.
- Return thermostats to original temperature setting (60 in winter/79 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. Ensure door to pool bathrooms is locked.

- Return key and this signed form upon completion of this checklist following your rental.
- Please be aware that items not completed will result in the forfeiture of all or a portion of your Security Deposit.

Homeowner last name (print) _____ Date of Rental _____

Signature _____ Date _____

Phone number _____

Notes: _____
