

# CLUBHOUSE RENTAL CLEANING AND DEPARTURE CHECKLIST

The following are items you should check before leaving the Party Barn after your rental.

## PRIOR TO PARTY:

\_\_\_\_\_ EXISTING DAMAGE TO FURNITURE.

\_\_\_\_\_ TRASH CANS CLEAN

\_\_\_\_\_ SINK AND COUNTERTOPS CLEAN

\_\_\_\_\_ TABLE TOPS AND CHAIRS CLEAN

\_\_\_\_\_ FLOORS CLEAN

## CLUBHOUSE RENTAL CLEANING CHECKLIST

- ✓ Empty All Trash Cans
- ✓ Clean Sink / Counter Tops
- ✓ Clean Table Tops / Chairs
- ✓ Sweep Floor
- ✓ Remove all party decorations

## UPON LEAVING THE CLUBHOUSE:

- ✓ Lights Turned Off
- ✓ Make Sure All Doors are Securely Locked
- ✓ Take garbage home for pick-up

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Date

Resident

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Date