

Clubhouse Rental Agreement Checklist

Cleanup Checklist

Note: Cleaning of clubhouse is required to be completed day of event. This checklist is then to be returned/sent to clubhouse email within 2 days of event.

Renter / Licensee:			
Address:		Phone No.:	
Email:			
Rental Day:		Rental Date:	

Checklist Items

Banquet / Assembly Area		Kitchen Area	
<input type="checkbox"/>	Floor Swept / Vacuumed	<input type="checkbox"/>	Sink Cleaned
<input type="checkbox"/>	Floor Mopped with CLEAR Water	<input type="checkbox"/>	Counters Cleaned
<input type="checkbox"/>	Area Rugs Vacuumed	<input type="checkbox"/>	Run Garbage Disposal
<input type="checkbox"/>	Table Tops Cleaned and Tables Stacked Neatly on the storage rack(s)	<input type="checkbox"/>	Microwave Cleaned (inside and outside)
<input type="checkbox"/>	Chairs Cleaned and Stacked Neatly on the storage rack(s)	<input type="checkbox"/>	Refrigerator Cleaned (inside and outside, empty)
<input type="checkbox"/>	Trash Cans Emptied in Outside Containers	<input type="checkbox"/>	Stove Cleaned (inside and outside)
<input type="checkbox"/>	Trash Can Liners Replaced (bags located under kitchen sink)	<input type="checkbox"/>	Floor Swept / Vacuumed
<input type="checkbox"/>	All tape removed from tables/walls/etc...	<input type="checkbox"/>	Floor Mopped with CLEAR Water
		<input type="checkbox"/>	Area Rugs Vacuumed

Side Entrance Hallway	
<input type="checkbox"/>	Floor Swept / Vacuumed
<input type="checkbox"/>	Floor Mopped with CLEAR Water
<input type="checkbox"/>	Area Rugs Vacuumed

Lavatories	
<input type="checkbox"/>	Floor Swept / Vacuumed
<input type="checkbox"/>	Floor Mopped with CLEAR Water
<input type="checkbox"/>	Toilet Bowls Cleaned
<input type="checkbox"/>	Sinks Cleaned
<input type="checkbox"/>	Mirrors Cleaned

Cleaning Equipment	
<input type="checkbox"/>	Rinse Mop Thoroughly with CLEAR Water. Repeat until the water is CLEAR.
<input type="checkbox"/>	Rinse Mop and Squeeze Dry
<input type="checkbox"/>	Rinse the mop bucket
<input type="checkbox"/>	Clean all debris, dust, etc... from the push brooms and dust mops

Club House Facility	
<input type="checkbox"/>	Close and lock all windows. Close plantation shutters.
<input type="checkbox"/>	Turn off all lights (except for switches with cover plates over)
<input type="checkbox"/>	Close and lock all doors
<input type="checkbox"/>	Please report any damage.

Renter/Licensee:	Resident Sponsor/Licensee (if applicable)
Sign:	Sign:
Date:	Date:

To be completed by the Clubhouse Chair:		
Date Received: _____	Security Deposit venmo @ _____	Venmo sent back: <input type="checkbox"/> Yes <input type="checkbox"/> No
If deposit retained, provide details below:		