

# CLUBHOUSE CHECK-OUT PROCEDURES

1. Set the two thermostats at 78 degrees on cool (summer) and 62 degrees on heat (winter). Leave fan switch on automatic.
2. Leave the front porch light and patio lights on.
3. Any spots, food residue or fingerprints on the furniture must be removed. All furniture, including the flower arrangements, must be returned to their original position.
4. Any used areas of the floor should be swept and remove any scuff marks. Vacuum where needed. Thoroughly wash/mop the floor areas using warm water.
5. Any windows spotted during use, either inside or outside, must be cleaned.
6. Bathroom sinks, toilets and floors are to be left clean and wastebaskets emptied.
7. Any used dishes, cups or utensils are to be washed and returned to their proper place.
8. The stove and microwave should be cleaned, if used.
9. Clean the refrigerator thoroughly after use and remove any unused food or drink.
10. The kitchen or concession room countertops must be cleaned and the kitchen sink scoured.
11. All trash from the clubhouse and patio areas must be bagged and carried to the trash containers located outside by the bike racks, near the kitchen.
12. No staples, nails, tacks, push pins or any kind of tape may be used on the walls, doors, ceilings or woodwork. Use only **Sticky Tack**. **No decorations may be attached to the ceiling fans.**
13. Do not put hot items or drinks on the wood tables. Please use hot pads or trivets.
14. Music off by midnight.
15. Remove all signs with directions to the clubhouse or at the clubhouse immediately following your event and remove all outdoor decorations.
16. **Return the key immediately following your event no matter what the time is.**
17. **Reservations not cancelled 14 days prior to rental will result in forfeit of your rental fee.**
18. **Your reservation date is not secure until there is a signed contract and appropriate checks are received.**

If all of the above procedures are followed, the damage/security deposit will be **shredded** unless you make arrangements to pick it up. **If these procedures are not followed, the entire damage/security deposit will be deposited by the Spring Creek Forest Civic Association to cover costs.**

## ITEMS AVAILABLE AT THE CLUBHOUSE:

Stove with oven

Microwave oven

Kitchen utensils (not many)

Tables and Chairs (in the great room closets)

Cleaning supplies (beneath the kitchen sink and in the front hall closet)

Vacuum cleaner, mops, brooms, buckets, trash bags (front hall closet)

## HELPFUL INFORMATION:

Ceiling fan switches are located in the concessions area (behind the door)

These procedures are posted in the clubhouse for your reference.