

Clubhouse Reservation Cleaning Form

We hope you and your guests enjoyed your event at the clubhouse. To help ensure that future guests are able to enjoy a nice, clean clubhouse, please complete the following cleaning items at the end of your event. These items should be completed on the same day as your event, immediately following your event:

- 1. Wipe off the kitchen and bathroom counters.
- 2. Empty the kitchen and bathroom trash and place new trash bags in the cans.
- 3. Place all kitchen items in the proper location.
- 4. Remove any party supplies that you brought to the clubhouse
- 5. Remove any items you put in the fridge or freezer (including ice, condiments, and salad dressings.)
- 6. Place all folding tables and chairs back in the closet.
- 7. Vacuum all carpeted floors (vacuum cleaner is in the closet with the tables/chairs.)
- 8. Sweep the tile floors (broom and dust pan are in the supply closet.)
- 9. Use common sense – if you made any other type of mess, please clean it up.
(i.e. food splashed on walls, toilet messes, spills, etc.)

* The code to the cleaning supply closet in the main foyer is **4075**.

Failure to complete these responsibilities could result in cleaning fees assessed to your HOA account. Please sign and date below, stating that you have completed the cleaning requirements. Place the completed form in the blue folder in the first drawer in the kitchen. Thank you for keeping our clubhouse clean and enjoyable!

Name (printed) _____

Signature _____ Date _____