



## CLUBHOUSE VACATE CHECKLIST

The following vacate requirements are applicable to all Clubhouse rentals. At the conclusion of an Event, the Homeowner signing the Clubhouse Usage Agreement must have complied with all of the items listed below:

- Turn off the stove and oven by turning all knobs to the “off” position.
- Follow instructions to turn off all Thermostats (See “Thermostat Instructions”).
- Remove all leftover food and drinks from the premises, including but not limited to items on counters, in the sinks, in the refrigerators, and in the ovens.
- Dispose of all trash items, including but not limited to food, drink and decorations in the trash receptacles outside of the clubhouse(s) in the parking lot.
- Wipe down all countertops, stovetops and tabletops.
- Sweep all floors.
- Clean up any spills and stains that occurred during the Event.
- Any large items for trash that will not fit in the outside containers in the parking lot must be removed from the premises.
- Place all furniture in their original locations.
- Remove all items brought onto the premises for your Event, including rental items which may have been delivered.
- Close and lock all windows and doors.
- Turn off all lights and fans.
- Set the alarm.

**In case of an Emergency, contact:**

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