

## CLEAN-UP GUIDELINES FOLLOWING USE OF THE SPINNAKER RIDGE CLUBHOUSE

- The resident reserving the clubhouse must be in attendance for the entire event.
- The fireplace is **NOT** to be used for safety reasons.
- Please leave the building as you found it. If cleaning is required you will be billed.
- Vacuum after use and clean any spills on the carpet immediately. Vacuum is found in closet by kitchen.
- Clean all appliances and surfaces used in the kitchen and other areas.
- Clean and mop kitchen floor if necessary.
- ONLY use dishwasher to clean dishes and utensils - Do NOT hand wash.
- Empty dishwasher and put away all items used.
- Return any round tables used to kitchen closet. Put folding chairs back in storage area.
- Put garbage into the large can located in the “spa” room and place at the curbside the Wednesday following your function for pickup. If extra bags are required you will be charged for their disposal.
- Do not put recyclables in the garbage. Please bag separately and recycle with your personal recycling
- Check restrooms before leaving and clean if necessary.
- Upon leaving, turn thermostat down to 60 degrees, turn off all lights, and lock all doors.
- No wall hangings, brackets, shelves or other fixtures shall be anchored to the floors or walls. Anything that permanently changes the wall or floor is not permitted
- Use of the clubhouse for a single event shall be limited to a maximum of 4 days to allow for setup and cleanup.
- Suggested hours for clubhouse events are between the hours of 9a.m. – 10 p.m. If you believe your event will extend beyond the suggested hours please specify above when requesting a reservation.
- Whenever possible, please request use of the clubhouse 30 days or more before the event.
- Signage is not permitted. (CC&R 7.1.6)