

01.15.2026

**CLUBHOUSE CLEAN-UP GUIDELINES FOR PRIVATE EVENT USE**

- 1. LEAVE BUILDING AS YOU FOUND IT**
- 2. VACUUM THE CARPETED AREA AND MATS**
- 3. SWEEP, MOP ALL HARDWOOD FLOORS**
- 4. CLEAN ALL APPLIANCES AND SURFACES USED THROUGHOUT**
- 5. TURN OVEN AND STOVE TOP OFF**
- 6. CLEAN, EMPTY, PUT AWAY ALL DISHES FROM DISHWASHER AS REQUIRED.**
- 7. CHECK BATHROOMS, CLEAN AS NECESSARY**
- 8. EMPTY ALL GARBAGE AND TRASH INTO LARGE LINED CAN IN SPA ROOM**
- 9. MOVE LARGE CAN TO CURB FOR WEDNESDAY PICKUP, RELINE SMALL CANS**
- 10. RETURN LARGE CAN TO SPA AREA FOLLOWING PICK UP**
- 11. RETURN TABLES AND CHAIRS TO SPA AREA**
- 12. TAKE HOME KITCHEN TOWELS, CLOTHS, MOPS, PADS – WASH AND RETURN.**
- 13. WHEN LEAVING TURN OFF ALL LIGHTS, LOWER THERMOSTAT TO 60 DEGREES, LOCK BUILDING.**

**REMINDER:**

- THE RESERVING RESIDENT MUST BE PRESENT AT ALL TIMES DURING THE EVENT**
- THE FIREPLACE CANNOT BE USED FOR SAFETY REASONS**
- NO WALL HANGINGS, BRACKETS, SHELVES OR FIXTURES SHALL BE ATTACHED TO THE WALLS**
- SUGGESTED HOURS FOR CLUBHOUSE EVENTS ARE BETWEEN 9:00 AM AND 10:00 PM**
- REPORT IMMEDIATELY ANY PROBLEMS THAT MAY NEED ATTENTION**