

Club House – Rental Check-Out List

1. Lock all doors, including deadbolts _____
2. Turn off all Lights
 - _____ chandeliers
 - _____ sconces
 - _____ fluorescent overhead
 - _____ foyer
 - _____ stage
 - _____ kitchen
 - _____ restrooms
 - _____ outside (kitchen & ramp)
3. Set up Tables & Chairs
 - _____ 10 round tables with six chairs stacked on top of each table
 - _____ 2 rectangular tables at front of stage with eight chairs stacked on top
 - _____ 3 rectangular tables at back of room near kitchen
4. Check all three Restroom areas
 - _____ flush all toilets
 - _____ ensure no toilets are left running
 - _____ turn all faucets off
5. Trash
 - _____ remove all trash from kitchen and restrooms. All garbage MUST be placed INSIDE Waste Pro trash cans outside the building. Do NOT leave helium cylinders in garbage cans. If all outside trash cans are full, you must take the extra garbage bags with you for disposal. DO NOT LEAVE GARBAGE BESIDE THE TRASH CANS
6. Furniture
 - _____ check for any stains or tears
 - _____ return to original location if they were relocated
7. Piano
 - _____ check current condition
8. Audio/Visual Equipment (if rented)
 - _____ turn off sound system and lock cabinet
 - _____ ensure screen is in raised position
9. Stage Curtains
 - _____ verify the curtains open/close properly
 - _____ ensure the stage carpet is clean
10. Kitchen
 - _____ ensure the stove top burners are turned off and spills are cleaned up
 - _____ ensure both ovens are turned off and spills inside are cleaned
 - _____ wipe out the microwave, if used
 - _____ wipe all countertops
 - _____ check to ensure all kitchen cabinets are locked
 - _____ ensure no food or drinks brought are left inside the refrigerator

- ensure refrigerator door is properly closed
- clean sink and run garbage disposal
- 11. Floors
 - clean all spills using only water on wood floors (mop in kitchen closet)
 - sweep all floors
- 12. Decorations
 - ensure all decorations are removed
 - Remember: NO tape, glue, tacks, nails, push pins, 3M Commando Tape, Staples etc. on Walls, Doors, Floors, Ceilings, Stage Curtains or Blinds
- 13. Window Blinds
 - Return to Closed position with slats facing up
- 14. Air Conditioner/Heater
 - Leave on AUTO only
 - Leave for member to check
- 15. Return key to Club Member

Once all of these are checked off as completed by Club Member, then your \$100 Deposit will be returned.