

Glenstone Village Clubhouse Reservation (Check-off list for end of reservation)

The homeowner reserving the Clubhouse must be present during the event and follow the Clubhouse Rules and Regulations on the other side.

Please complete this checklist, sign, and date before leaving your event.
Place the completed checklist in the folder on the kitchen counter.

- Clean the coffee maker (if used).
- Turn off the bathroom lights/fan off (toilet tissue replacement is in the west pantry closet.)
- Put garbage from the trash can in the outside trash container by the swimming pool. If the trash container is full, please take excess trash to your house for disposal. Replacement trash bags are in the east pantry closet.
- Sweep the kitchen floor and vacuum the carpet.
- Report spills or spots on the carpet on this checklist.
- Empty the dishwasher (if used).
- Take all food items and drinks with you.
- Put tables and chairs in their original place.
- Set thermostat back to run program (62 degrees in heating; 72 degrees in cooling).
- Turn off the ceiling fans.
- Return the large advertising sign for events to the storage room (if used).
- Lights off (except library and entry lamps).
- Lock all the doors (make sure the bathroom exterior doors are locked).

Signature _____ **Date** _____

Comments: