

Glenstone Village Clubhouse Reservation (Check-Off List for end of reservation)

RESERVATION HOMEOWNER: complete this check-off list, sign, and date at the end of your event. Place the completed checklist inside the notebook on the kitchen counter. **The homeowner must be present during the event and follow** the Clubhouse Rules and Regulations on the other side.

- ☐ Put garbage from the kitchen and bathroom trash cans in the trash container outside by the swimming pool. The trash lid must be closed to prevent animals from getting into the trash. If the trash container is full, you must take the excess trash to your house for disposal. Replacement trash bags are in the east pantry closet.
- ☐ Take all food items and drinks with you.
- ☐ Clean the coffee maker (if used).
- ☐ Wipe spills or spots on the kitchen floor.
- ☐ Sweep the kitchen floor and vacuum the carpet (vacuum cleaner is in the west pantry closet.)
- ☐ Report spills or spots on the carpet (even minor ones) on this checklist.
- ☐ Empty the dishwasher (if used).
- ☐ Put tables and chairs in their original place. (See map in the Reservation Notebook). Lift the furniture when rearranging.
- ☐ Turn off the ceiling fans.
- ☐ Turn off the bathroom lights/fan (toilet tissue replacement is in the west pantry closet.)
- ☐ When leaving, set the thermostat back to 61 degrees in Heating and 78 degrees in Cooling.
- ☐ Return the large advertising sign for events to the storage room and remove the letters (if used).
- ☐ Lights off (except library and entry lamps).
- ☐ Lock all the doors (make sure the bathroom exterior doors are locked).

Signature _____ **Date** _____

Comments (on the back):