

CLUBHOUSE RENTAL CHECKLIST

NAME _____
DATE OF RENTAL _____
DATE CHECKS REC'D _____
EBHOA USE ONLY

	THE RENTER	CLUBHOUSE COORDINATOR
TASK	INITIAL INSPECTION - RENTER (READ EACH & INITIAL)	FINAL INSPECTION CLUBHOUSE COORDINATOR
INSIDE BATHROOMS - including sinks, toilets, and floors shall be cleaned and left in the same condition as at the time of possession. DO NOT FLUSH ANY FOREIGN ITEMS DOWN THE TOILETS other than toilet paper (no wipes, paper towels, napkins, sanitary napkins, etc...)		
KITCHEN – counters, sink, oven, stove top, stove top eyes, microwave, refrigerator and cupboards shall be cleaned and left in the same condition as at the time of possession. PLEASE NOTE – SINK DOES NOT HAVE A GARBAGE DISPOSAL (DO NOT PUT FOOD DOWN THE SINK)		
FLOORS – Shall be swept/vacuumed and wet mopped as needed. Floors should be left in the same condition as at the time of possession.		
TRASH – All inside trash cans are to be emptied and trash placed in the curbside dumpsters. Liners in inside trash cans shall be replaced (please make sure there is no food or spills left in the trash cans before you replace the liner).		
FOOD – All food shall be removed from refrigerator, cupboards and counters.		
RUGS – Inside and outside rugs to be swept/vacuumed and left in the same condition as at the time of possession.		
FRONT PORCH – Outside front porch swept and cleaned of spills and left in the same condition as at the time of possession.		
TABLES & CHAIRS – shall be cleaned and returned to the storage racks.		
AV EQUIPMENT – DO NOT remove, move or unplug AV equipment. Leave the keyboard and remote control on the mantel.		
BLINDS – Returned back to open position after event.		
BACKDOORS – are to be kept locked. Entrance to the pool is through the gate (see EBHOA Pool Policy and Usage Agreement) NO WET SWIMSUITS ALLOWED INSIDE CLUBHOUSE.		
THERMOSTAT – shall be returned to winter or summer setting before leaving: 60 degrees in winter, 80 degrees in the summer.		
LIGHTS – all lights shall be turned off when closing up, except front porch lights.		
REMINDER – SURVEILLANCE CAMERAS (AUDIO & VIDEO) ARE INSIDE AND OUTSIDE THE CLUBHOUSE		

SIGNATURE BY RENTER ACKNOWLEDGES CONDITION OF CLUBHOUSE AT TIME OF RENTAL, (INITIAL) AND HIS/HER UNDERSTANDING OF CLUBHOUSE RENTAL POLICY AND CONTRACT AND INSTRUCTIONS AND CHECKLIST.

Initial Inspection:

Renter _____ Date _____

Final Inspection:

Coordinator _____ Deposit Returned _____ Date _____

Reason why deposit was not returned _____

Clubhouse Condition:

1. The Clubhouse must be left in the same clean and orderly condition as at the time of possession.
2. Inside bathrooms including sinks, toilets, and floors shall be cleaned and left in the same condition as at the time of possession. **DO NOT FLUSH ANY FOREIGN ITEMS DOWN THE TOILETS other than toilet paper. (wipes, paper towels, napkins, sanitary napkins, etc.. are not allowed)**
3. Kitchen counters, sink, oven stove top, stove top eyes, microwave, refrigerator and cupboards shall be cleaned and left in the same condition as at the time of possession. The sink does not have a garbage disposal (**DO NOT FORCE FOOD DOWN THE SINK DRAIN**)
4. Floors shall be swept/vacuumed and wet mopped as needed. Floors shall be cleaned and left in the same condition as at the time of possession.
5. Trash cans are to be emptied and trash placed in the curbside dumpsters. Liners in inside trash cans shall be replaced.
6. All food shall be removed from refrigerator, cupboards and counters.
7. Inside and outside rugs are to be swept/vacuumed and left in the same condition as at the time of possession.
8. Outside front porch shall be swept and cleaned of spills and left in the same condition as at the time of possession.
9. Tables and chairs shall be cleaned and returned to storage racks.
10. Do not remove, move or unplug AV equipment. Return keyboard and remote control to mantel.
11. The thermostat shall be returned to winter or summer settings before leaving: 60 degrees in winter, 80 degrees in the summer.
12. **BACKDOORS ARE TO BE KEPT LOCKED.** Entrance to the pool would be made through the pool gate.
13. All lights shall be turned off when closing up, except front porch lights.

Damage Deposit Forfeiture:

1. The Damage/Cleaning Deposit will be forfeited for, but not limited to, any of the following;
 - a. Damages to the Clubhouse, its contents, the Pool area and/or the Clubhouse grounds.
 - b. Evidence of smoking in and around the Clubhouse, Pool area and Clubhouse grounds.
 - c. Failure of the Homeowner to be present during the entire sponsored event.
 - d. Failure to remove all trash, catering and party supplies from the Clubhouse.
 - e. Paint removed from walls due to decorations.
 - f. Altering the Video/Audio surveillance cameras.
 - g. Altering the AV equipment
 - h. **Failure to follow/complete EBHOA Clean-Up Checklist.**

Homeowner is responsible for any damage to the Clubhouse, its contents and other common areas resulting from the sponsored functions, and in the event the cost of any damage repair or breakage exceeds the amount of the Damage/Cleaning Deposit, the Homeowner agrees to pay the Homeowners Association within five (5) business days of delivery of invoice.

I have read the above, understand my responsibilities, and agree to the foregoing terms and conditions and agree to abide by the Clubhouse Rental Rules and Regulations and Clubhouse Rental Checklist incorporated herein as part of the Agreement.

Signed: _____ Signed: _____

Homeowner

EBHOA Clubhouse Coordinator

Deposit Received \$ _____ Amount refunded/**forfeited** \$ _____