

CLUBHOUSE RENTAL CHECKLIST

TASK	RENTER: INITIAL INSPECTION (INITIAL)	COORDINATOR : FINAL INSPECTION (INITIAL)
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 – 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		
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.		

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

Renter _____ Date _____

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. Failure to follow/complete EBHOA Clean-Up Checklist.

Final Inspection:

Coordinator _____ Deposit Returned _____ Date _____

Reason why deposit was not returned _____
