

Reserve Master Clubhouse Rental Checklist

Renter's Name _____ Date & Time _____

_____ Review the clubhouse rental agreement provided by management and signed by the owner. Go over the agreement with the renter and make sure they are aware of what they signed or initial on the agreement. _____

_____ Have a walk through the clubhouse with the Leese/Owner before and after the event. _____

_____ Make a note of anything damaged or broken so they are not held responsible and if something is found take a picture with your phone so that the date and time will be documented. _____

_____ Have a walk through the clubhouse after the event and if you find anything damaged or out of place inform the Leese/Owner. If it is not broken and can be moved back in place, then have them take care of it before leaving the clubhouse. If something has been broken, take a picture with your phone so that the date and time are documented. _____

_____ If any furniture which includes tables & chairs in the Dogwood Room are moved, they must be put back in place as found. _____

_____ All decorations have been removed, floors vacuumed and/or mopped if needed. The clubhouse vacuum will be made available and should be checked to assure it remains operational. Renter is expected to provide all cleaning supplies and mop if needed. All counters and tables must be cleaned as well as the restrooms or their deposit will be forfeited. _____

_____ Check all furniture and decor for any damages before and after rental. If any damage is found, document with a photo. _____

_____ All trash cans and refrigerator items must be emptied by renter. All trash should be removed and placed in outside trash containers. The beverage cooler in the bar area is not a freezer and no ice is to be stored in the beverage cooler. _____

Renter's Signature

Facility Inspector

PLEASE NOTE: Children under the age of 18 must be supervised at all times.
Guest **are not** to have access to the fitness or office areas.