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CLUBHOUSE RENTAL CLOSING CHECKLIST

Kitchen:

- Clean stove and counters
- Wipe out oven if used
- Wash, dry and put away all club items that were used
- Please do not "borrow" dishes, trays or supplies
- Wipe down inside of refrigerator if used
- Renters remove all items from the refrigerator - do not leave ANY food or drink
- Any food to remain with approval must be refrigerated

Bathrooms:

- Empty trash basket
- Wipe down sinks and toilets

Bar:

- Wash down counter, sinks, etc.
- Remove trash

Main Room:

- Fold and put away chairs in chair rack
 - Fold and put away tables
- Please do not drag tables across wood floors, tile or carpeting**

Additional Notes:

- Remove decorations
 - Turn off all lights - upstairs, downstairs and outside front light
 - Turn down heat to 55 degrees
 - Turn off A/C if used
 - Do not leave any plates, cups, plastic cutlery or food
 - Take absolutely everything (that belongs to you) with you when you leave
 - Place all garbage in bags out back, **INSIDE DUMPSTER**, to avoid bears
 - Place all recyclables in **RECYCLE DUMPSTER**
 - ALL floor areas used must be cleaned
- Vacuum carpet and sweep and mop wood floor**