



CLUBHOUSE RENTAL CHECKLIST

RENTAL FEE: \$50 DEPOSIT: \$100

Woodlake Condominium Association Clubhouse is here for your enjoyment. This checklist will help to assure that the next person finds the facility as enjoyable. Please take a minute to follow the recommendations provided. Observing the checklist will help to insure you a full refund of your deposit.

Main Clubhouse

1. If you move any furniture in clubhouse, please put back in original place.
2. Wipe all surfaces, counter tops, sinks down with cleaner.
3. Wipe off wooden furniture with furniture polish.
4. Clean mirrors with Windex as needed.
5. Wipe down glass tables with Windex.
6. Clean toilets.
7. Wipe down refrigerator if you used it. Remove ALL FOOD.
8. Wipe down stove and clean any debris from oven if you used it.
9. Sweep floors.
10. Mop floors.
11. Empty trashcans.

Pool Area

12. If you use outside pool area, put all chairs around tables.
13. Return all lounge chairs to original place.
14. Pick up any trash/debris around pool area.
15. Please leave the pool area as you found it.
16. Check on outside bathrooms and make sure they are clean.

After Closing

17. Take trash to dumpster.
18. After cleaning clubhouse, return key as soon as possible.
19. An inspection of clubhouse will be made and deposit will be returned if adequately cleaned.

Date of Event _____

Owner Name _____

Unit # _____

Type of Event _____

Date _____

Signed by: _____ Woodlake

Representative _____

Deposit Check # _____

Event Check # _____