

## Colonia Verde Homeowners' Association

### CLUBHOUSE RESERVATION CHECKLIST

Date \_\_\_\_\_

In order to insure that the clubhouse is in good order for your private party, we have come up with the following checklist. Please inspect the clubhouse equipment as listed. Let us know the condition each was in when you first entered the clubhouse and the condition that you left in at checkout. Please put the form in the Reservation Folder in the foyer of the clubhouse.

CLUBHOUSE EQUIPMENT	CONDITION UPON CHECKIN	CONDITION UPON CHECKOUT
Carpets/Floors (Swept & Vacuumed)		
Kitchen Countertops		
Dishes & Flatware		
Microwave Oven		
Oven		
Refrigerator – Empty of your contents		
Linens Available & Clean Please leave clean and folded linens out on the table when you return them.		
Furniture – Furniture to be put back in its original place		
Audio/Visual equipment		
Women's Room		
Women's Room: Toilet Paper & Paper Towels		
Men's Room		
Men's Room: Toilet Paper & Paper Towels		
Trash Bags (left on countertops for use) & in the bathrooms	No <input type="checkbox"/> Yes <input type="checkbox"/>	<b>PLEASE TAKE TRASH TO TRASH BINS</b>
Lights – Turned Off		
All doors are securely locked and shut		

\*\*The trash bins in the kitchen must be emptied and new bags placed inside for the next renter. Extra bags are in store room off card room. \*\*

Please take TRASH Out into the trash bins outside the wall south side of clubhouse enclosure.

\*Over the holidays we often have back to back parties. The tablecloths and dish towels need to be back the next morning.

If you do not plan to do your own cleaning, make sure you arrange for cleaning as soon as possible.

Completed by \_\_\_\_\_, Party Host/Hostess