

Walden Park Community Association Clubhouse Rental Use Checklist

The Association wishes that you experience an enjoyable atmosphere at your event. The clubhouse has been cleaned and maintained to enhance your event. If you arrive and discover existing damage or uncleanliness, please communicate it to the check in representative and document on this form. By not telling the representative or contacting the community manager via email, you may be accepting the responsibility of the existing damage.

Check In Process

Check	
	Lobby / hallway / large room was not clean
	The counter or refrigerator is not clean or working
	The restrooms were not clean or working
	The following items were damaged, missing or a problem _____ _____
	No problems. The clubhouse was in good condition and ready for rental.

Event Checker In: _____

Date / Time: _____

Facility will provide:

1. Toilet paper
2. Hand soap
3. Paper towels (for bathroom and kitchen)
4. Large trash bags

Equipment & Furniture

1. Use of the microwave
2. Kitchen counter space
3. Small refrigerator (the refrigerator should be left empty)
4. 60" round tables [7]
5. 6 ft. tables and [5]
6. Gray padded folding chairs [50]

Check Out Process

Check		
	Lobby / hallway / large room floors	Sweep floor, wipe up any spills from event, remove new traffic debris, shoe or dirt prints from the event – particularly at door entrances
	Lobby / hallway / large room	Wipe down table tops, chair seats, remove any stickiness, crumbs, etc.
	Countertops, sink & refrigerator	Wipe exterior of refrigerator, sink / countertop, remove all event items (food / drinks/ice) from the refrigerator and freezer, water faucet shut off
	Furniture	Return furniture to original locations – sofa, chairs, tables, etc.
	Restrooms	Remove event trash from trashcans and floor
	Garbage	Remove all event garbage / trash (inside the building and back porch), place it in the dumpster
	Decorations	Remove all decorations – tied balloons or other decorations from clubhouse and outside. Do not use helium balloons on strings (they often end up in the ceiling)
	Outside	Remove any trash / debris on the front porch / sidewalk / parking lot and grounds that may be a result of the event.
	Concerns	Management company / check out representative is notified of any damage or cleaning concerns

Should any additional cleaning be required after the clubhouse and area is checked, the Association will use its cleaning service and pay any cleaning charges from the security deposit fee. If any damage occurs and / or additional cleaning is needed which exceeds the amount of the deposit, the homeowner's property will be billed for any additional expense. The remaining monies from the deposit will be reimbursed to the renter after completion of this form and signatures. Monies will be mailed to renter within two weeks after the event.

Renter's Signature: _____

Printed Name: _____

Event Inspector: _____

Date / Time: _____

**Clubhouse Rental
Cleaning and Damage Fees**

Check		
	Event trash left in clubhouse and not placed into the dumpster.	\$ 10
	Furniture needs to be returned to original location – sofa, equipment,	\$ 10
	Tables / Chairs need cleaning or to be put up	\$ 20
	Windows, mirrors, doors, and walls have prints, smudges, tears from event	\$ 20
	Front porch, sidewalks, back porch, and parking lot need cleaning due to event	\$ 10 - 20
	Loss of door key (need to change the locks)	\$ 70
	Additional cleanings and damages	To be assessed

Comments _____
