

## **GLENKIRK ESTATES CLUBHOUSE RENTAL CHECKLIST**

### **Pre-Rental Requirements**

1. Facility renter must bring their own cleaning supplies and paper products. A vacuum, mop and bucket will be provided at the facility.
2. Upon arrival at the clubhouse, and before using any of the clubhouse facilities, Facility Renter must fully inspect the clubhouse and contact the designated clubhouse coordinator if they discover any problems with the cleanliness or condition of the clubhouse or any damage to the clubhouse. The Facility renter will be held fully liable for any items not communicated to the designated clubhouse coordinator upon arrival at the clubhouse.

### **Post-Rental Inspection Checklist**

1. Facility renter must bring their own cleaning supplies, trash bags, table coverings (if folding tables will be used), and paper products. A vacuum, mop and bucket will be provided at the facility.
2. Renter must clean any used folding tables and chairs, and stow them away folded up in the closets.
3. Clubhouse must be aired out of any odors after each event.
4. All furniture, including tables and chairs, must be cleaned (if necessary) and returned to the proper location if moved during the event.
5. Kitchen sink and countertops must be cleaned.
6. Refrigerator must be emptied and cleaned if used during the event.
7. Microwave must be emptied and cleaned if used during the event.
8. Garbage disposal and ice maker must be in good working condition.
9. All trash must be bagged and either brought home or left in the designated location outside the clubhouse.
10. Bathrooms (including countertops, sinks, floors and toilets) must be cleaned.
11. All interior and exterior decorations must be removed (note that, per the clubhouse rules, no decorations of any kind are allowed on clubhouse walls or ceiling).
12. Clubhouse must be properly secured (doors and windows closed and locked).
13. Thermostat must be returned to the approved settings (air conditioning at 78 degrees in summer, heat at 65 degrees in winter.)
14. Clubhouse key must be returned to the designated clubhouse coordinator at the clubhouse by 10:00 A.M. on the day following the rental date. The checkout inspection will be conducted at that time, and the facility renter must be present.
15. Any and all damage to or problems with the facility during the rental period must be reported to the designated clubhouse coordinator no later than 10:00 A.M. on the day following the rental date. Excessive damage or vandalism by the facility renter may result in additional charges, and suspension or termination of rental privileges, at the Board's discretion.

## **Fee Schedule**

Professional Cleaning: **\$150.00** (This fee will be assessed if adequate cleaning, as determined by the Clubhouse Committee or its designee, in their sole discretion, is not completed by 10:00 A.M. on the day following the rental date.)

Windows or Doors Not Secured: **\$50.00**

Key Not Returned on Time: **\$50.00**

Key Lost/Missing: **\$100.00** (or cost of re-keying locks, whichever is greater)

Damage to Facility: **\$100.00** fee, plus the additional amount designated by damage schedule or the cost of repairs (for items not listed on the damage schedule). This amount will be taken out of the security deposit and/or paid directly by facility renter.