

Elizabeth Heights **CLUBHOUSE RENTAL CHECK LIST & AGREEMENT**

✓ = Complete

TASKS TO BE COMPLETED (*Complete in this order*)

	Perform a “360 degree” Walk Around The Clubhouse For Inspection
	Clean Up All Mess made Outside of Clubhouse: (Sidewalks, BBQ-Pool area, etc.)
	Take Down all Decorations: (Including interior & exterior, including any at the street)
	Clean Pool Table: (Ensure all balls & sticks are put back, put cover back on & clean)
	Furniture: (Restore furniture to original place if moved. Clean coffee table & sofas if needed)
	Clean Kitchen: (Inside oven, stove top, microwave, sink, countertop, refrigerator if used)
	Clean Bathrooms: (Toilets, sinks, empty trash, replenish paper products if needed)
	Take Out ALL Trash: (Inside, and at Pool & Barbecue area if this area was used)
	Replace Trash Bags: (Large Black Bags for Big Cans, White Bags for Bathrooms)
	Sweep ALL Floors Thoroughly : Blue Handle “Swiffer” & Regular Broom available for sweeping
	Mop ALL Floors Thoroughly! If a Floor Area needs mopping twice, then so be it: Yellow Handle Mop: Use “Greased Lightning” on Kitchen floor, “Pledge” for Wood Floor
	<u>**On Weekends During Pool Season</u> : Make sure all Three (3) Bathroom Detour Signs are placed back in Cleaning Supply Closet)
	Lock Back Door and Pool Side Door: (On Weekends during Pool Season, Lock Pool Side Door IF you are vacating 6pm or after)
	Ensure Thermostat is set back to 75° in Summer (AC) and 62° in Winter (Heat), and ensure thermostat cover(s) are placed and locked back in place.
	Leave this Rental Checklist on Pool Table For Review By The Board
	Ensure Fans & All Lights are turned off (The Entrance Chandelier is on a timer)
	Set Alarm: (Everyone else out of building, and front door needs to be closed to set alarm)
	Ensure That The Front Door Is Locked.
	Drop Rental Keys in Brass Mail Slot: (Located to the Right of Front Entrance Doors)

RENTAL RULES & ETIQUETTE

Please remember that, while we want You and Your Party to enjoy yourselves, it will not be at the expense of the Community:

- **UTILIZE PARKING IN FRONT OF CLUBHOUSE ONLY, NOT AT BUILDING 1600.**
- Ensure not to disrupt the peace of the surrounding neighbors or other Pool Patrons.
- Keep ALL Doors Shut At All times....
- The Clubhouse Stereo AND Speakers remain inside the Clubhouse.
- When you are using part of the Pool Area as part of Your rental, “**Pick One Corner**” for Your Party so other Pool Patrons have their own private space. Ensure that Pool Rules are adhered to by Your Visitors and respect the other Pool Patron’s enjoyment of the Pool.
- ****NOTE:** If there are any major complaints regarding the conduct of Your Party, Your Rental Privilege will be subject to end at the time of the complaint(s) with No Refund.

PROPER CLEAN UP DETAILS:

- **During Clean Up, The Clubhouse Must be “Aired Out” for at least 1 hour and longer if needed.**
- **Your Cleaning Responsibilities will be finished immediately after Your Rental ends...However :**
- **ONLY If Your Rental Time Ends AFTER 9pm:**
Your Cleaning Responsibilities MUST be started with the Outside completely finished, and we will allow completion **NO LATER than 9:30am the following Morning- Unless otherwise directed at Your Walk Through...**

- **Use Greased Lightning on all counter tops, inside of Microwave, sinks, and Pool Table Cover**
- **Use WINDEX on all Glass, Mirrors and Glass Stove Top**
- **Use Stainless Steel Cleaner on all Stainless Steel Appliances including the Kitchen Sink.**
- **Use CLOROX TOILET WAND ASSEMBLY to clean toilets.**
- **Sweep ALL Floors with Broom and/or Blue “Swiffer” – Swiffer Pads available – For Heavy Dirty Floors, please use more than one Swiffer Pad.**
- **FOR THE KITCHEN & BATHROOMS:** Mop with Greased Lightning on all Tile Floors (Yellow Handle Mop with white Mop Pads provided on the Top Shelf of the Cleaning Supply Closet).
- **FOR THE HARDWOOD FLOORS:** Mop with PLEDGE FLOOR CLEANER
****DO NOT USE SAME MOP PAD FOR BOTH FLOORS PLEASE!****
****NOTE** FOR HEAVY DIRT, DRINK OR FOOD SPILLS, ETC., YOU MUST MOP THE FLOORS TWICE TO ENSURE A PERFECT CLEAN AN ODOR FREE ENVIRONMENT. CHANGE OUT MOP PADS EACH TIME YOU MOP!**
*****USE A LITTLE “ELBOW GREASE” WHEN MOPPING PLEASE****
- **Place ALL Dirty Mop Pads and Rags in the Gray Bin located in bottom floor of the Cleaning Supply Closet.**
- **When completely finished with the inside of the Clubhouse, spray all areas a “little bit” (including sofas and seating areas) with the air freshener located in the bathrooms.**

It is expected that every effort is made that You Leave the Clubhouse as clean and odor free as You found it, so make every effort possible to ensure this happens.....

THE POOL AREA AND BBQ AREAS:

- **ANY and ALL areas used by your rental party are your responsibility to clean up, This includes the BBQ AREA and that Garbage Can as well.**
- **IT IS PARAMOUNT that when entering the Clubhouse after being in the Pool, You and Your Guests must DRY OFF so there is no water dripping when You enter the Clubhouse.**
- **IMPORTANT - When You start your cleaning, The Pool Area used by You will be 100% Properly Cleaned Immediately, and THIS DOES INCLUDE THE BBQ AREA if You used it at all... Make these areas Your 1st Order of Business!**
- **Please remove any of Your Pool Toys, items etc. when You are finished with the Pool.**
- **For scrubbing down EVERYTHING that is dirty (from Food/drink spills, dirt, etc.), a Hose & Nozzle are provided by the Pool Pump Room. Also for scrubbing purposes, there is a small broom and a large push broom available. Proper scrubbing/cleaning also includes the chairs and tables. Also, a Yellow Gallon Jug of “Greased Lightning” is available in the cleaning supply closet – Just sprinkle a little in the areas needing scrubbing (a little of this product goes a long way). Ensure that all areas needing cleaning/scubbing are hosed down in the proper drain, NOT THE POOL.**
- **PLEASE roll up the hose properly as you found it, and place all brooms back as You found them.**
- **ALL Garbage Bags utilized by you are changed out, and thrown properly in the dumpster. THIS INCLUDES THE BBQ AREA.**

****NOTE: It is a good idea to utilize the designated garbage can in the area You are using and inform those in your party of this fact, and if need be, change that bag out during your event when it is full and dispose of it immediately in The Dumpster.**

****In Short, When finished, there should be a 100% new and empty Garbage Bag in every can You used. THIS INCLUDES THE BBQ AREA.**

Elizabeth Heights Homeowner's Association

Michael R. Weber, President - Lacy George, Treasurer - Barbara Arnold, Recording Secretary

CONTRACT / AGREEMENT

I, (Print Name) _____, understand and acknowledge these aforementioned Rules set forth by The Elizabeth Heights HOA with regard to Etiquette and Proper Cleaning Procedures of ALL areas utilized by me during my Rental.

I understand that if all areas used for rental are not properly cleaned after my use, then a **\$250** Cleaning Fee will be deducted from my Rental Deposit, and I will not be able to rent the Clubhouse in the future.

I also understand that, as a result of this rental, if there is any damage to any of Association Property, or Association Property is missing, than that portion needed to pay for such damages or missing items will be deducted from my rental deposit, and any outstanding balance amount over my deposit will be charged to me.

I also understand that if any of the Aforementioned Rules are violated or Procedures are not followed, I will no longer be able to rent the Clubhouse.

Renter Signature

Witness

Date

Rental Date: _____

Rental Start Time: _____ am / pm End Time: _____ am / pm

Inspection Date: _____ By: _____

Inspection Results: SATISFACTORY • UNSATISFACTORY

(If Unsatisfactory, Explain in writing on back of this Form)