

The Conservatory HOA Clubhouse Reservation Checklist

Pre Event Checklist – Manager to Review with User during key pickup

- Trash** (All trash must be taken to the trash enclosure behind the pool. Replace trash can liners, liners can be found in the drawer.)
- Door Opening and Closing** (Review process. Key to be left in kitchen drawer.)
- Vacuum and Cleaning Supplies** (Location)
- Tables and Chairs** (Must be returned after use)
- Decorations** – No tape, push pins, confetti, or glitter. Commando stripes only.
- Pool Parties** – Reservations must be made with the Manger. Renting the Clubhouse does not mean that you are renting any of the outdoors. If found to be using the pool or causing damage to outside areas a five hundred dollar (\$500.00) fine will automatically be assessed.
- Barbeque Grills** – No grills may be brought or used for any rental

Manager Signature

Date

User Signature

Date

Post Event Checklist – User to Perform Prior to Leaving the Clubhouse

Please perform a post inspection of the clubhouse amenities.
Below is a list of items to inspect prior to leaving the clubhouse.

- Great Room**
 - Are all windows closed – IMPORTANT
 - Fireplace turned off
 - Vacuumed and cleaned
 - Lights off (switch under the dimmer)
 - Clean entry way
- Kitchen & Hallway**
 - All surfaces cleaned (including the tile floors)
 - Trash taken to the trash enclosure
 - All food removed from the refrigerator
 - Lights off
 - Replace trashcan liners
 - Floor and microwave are clean
- Storage Room**
 - All chair and tables returned
- Restrooms**
 - Clean/tidy
 - Trash taken to the trash enclosure
 - Replace trashcan liners
 - Lights off

Comments:

Leave checklist in outside lockbox with key after the reservation is complete