

# PLUMWOOD ASSOCIATION CLUBHOUSE RENTAL APPENDIX – A

A thirty-five dollar (\$35.00) Rental fee, which is not refundable, is due from the owner of record, at the time the reservation is made. A one hundred seventy five (\$175.00) dollar Damage / Cleaning deposit is due, from the owner of record, when the key is picked up.

The checklist below should be reviewed before taking possession of the clubhouse for your rental period. You must clean the clubhouse and complete the checklist at the end of your rental period. Cost of any unsatisfactory clean-up of damage to the clubhouse or deck area will be withheld from the deposit and charged to the owner responsible. If no damages, the deposit check will be returned.

## RULES:

- ALL KEGS / COOLERS WILL BE KEPT OUTSIDE ON THE DECK, NOT IN THE CLUBHOUSE.
- NO FURNITURE FROM THE CLUBHOUSE SHALL BE TAKEN OUTSIDE.
- NO GLASS CONTAINERS IN THE POOL AREA.
- NO CONFETTI TO BE USED IN / OUT OF THE CLUBHOUSE; TAPE CANNOT BE USED ON ANY SURFACE.
- SECURE ALL THE DOORS WHEN LEAVING
- NO SMOKING IN THE CLUBHOUSE.
- CLUBHOUSE RENTERS MAY FURNISH THEIR OWN GAS GRILLS FOR USE ON THE CLUBHOUSE DECK.

Rental Date \_\_\_\_\_ Rented by: \_\_\_\_\_

Building \_\_\_\_\_ Unit \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND LEAVE ON COUNTER IN CLUBHOUSE

**PLEASE COMPLETE AND LEAVE ON THE COUNTER IN CLUBHOUSE**

**CLEANING CHECKLIST:**

- \_\_\_ VACUUM ALL CLUBHOUSE CARPETS
- \_\_\_ MOP THE BATHROOM FLOORS WITH CLEANER
- \_\_\_ MOP THE FLOOR IN FROM OF THE FIREPLACE WITH CLEANER
- \_\_\_ EMPTY ALL 3 GARBAGE CANS AND DISPOSE IN DUMPSTER
- \_\_\_ REPLAVE LINERS IN WATE CANS
- \_\_\_ RETURN FURNITRE TO ORIGINAL PLACE
- \_\_\_ CLEAN OVEN AND / OR MICROWAVE, IF USED
- \_\_\_ CLEAN SINK WITH CLEANER
- \_\_\_ CLEAN COUNTER TIPS IN KITCHEN, BAR AND BATHROOMS
- \_\_\_ CLEAN ALL TABLES: GAME TABLES, END TABLES

**MISCELLANEOUS CHECK LIST**

- \_\_\_ LOCK POOL SIDE DOORS(S)
- \_\_\_ LOCK DOOR TO BATHROOMS
- \_\_\_ TURN THERMOSTAT TO:
  - 65 DEGREES IN WINTER (HEAT)
  - 80 DEGREES IN SUMMER (AIR)
- \_\_\_ CLOSE ALL DRAPES
- \_\_\_ CLUBHOUSE INVENTORY ACCOUNTED FOR.
- \_\_\_ LOCK MAIN DOOR AND PUT KEY IN OUTSIDE MAILBOX ON PILLAR.

UNIT OWNER'S SIGNATURE: \_\_\_\_\_

BUILDING \_\_\_\_\_ UNIT \_\_\_\_\_