

Deercroft Clubhouse - HOA Sponsored Usage Application

Checklist for HOA Sponsored Clubhouse Usage:

1. Empty all wastebaskets. Place all bagged trash from inside cans into outside cans located in the trash enclosure at back of building and secure lids. Place new trash bags into inside cans (new bags in kitchen cabinet under pass-thru)
2. Clean all tabletops and turn chairs up on tabletops, leaving only 6 round tables with 6 chairs per table out. In addition, be sure the two rectangular tables and six chairs are placed back near the front entrance.
3. Lock all exterior doors. Re-set AC to 75(summer), 65(winter).
4. Remove all items from refrigerator that you have placed in refrigerator.
5. Wipe off kitchen counters and center island.
6. Wash and put away any kitchen utensils used. Dishwasher should be started if any items were placed in it.
7. Check the kitchen sink drain for food bits and/or other debris.
8. Check floors for large debris and remove.

Committee or group represented: _____

Name of responsible person: _____

Phone # _____

I will complete all items on the Checklist for HOA Sponsored Clubhouse Usage.

Signature of Applicant: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Approval of application: _____ Date: _____