

## Clubhouse Event Checklist

Upon arrival, please walk through and make note of items that are damaged. The Post Walk-Thru will be completed by a volunteer of the HOA.

The following items are to be completed by the User and guests using the Clubhouse. The User will be notified after a final walk-through by a BOD, volunteer of the HOA, or property management company of any conditions that may result in additional fees to be charged to the User's HOA Account. If the User is a resident of the Point at Lake Castleberry, all or a portion of the security deposit may be forfeited, with additional charges billed directly to the User. With a paid rental only, a deep cleaning service is included, however Checklist items will need to be completed to the satisfaction of the above mentioned parties.

- Furniture and accessories can be moved to the periphery of the Clubhouse indoor space but cannot be moved outside or removed from the premises. Furniture and accessories cannot be stacked or obstruct passage through any entrances, exits or hallways. All furniture will be placed back in pre-usage location. The locked storage area in the Clubhouse will not be accessible to the User for storage or other purposes.
- Kitchen counters wiped, sink cleaned, and microwave/warming tray/fridge left in pre-use condition and all trash removed. No food/beverage items to be left on-site following usage including inside the refrigerator. DO NOT adjust the refrigerator or freezer settings.
- Restrooms to be left clean, counters wiped and trash containers emptied. **Leave all restroom doors open when not in use. Please do not flush anything other than toilet paper in the toilets and do not dispose of food or other items in the bathroom sinks or toilets.**
- Trash containers in the Clubhouse area and bathrooms to be emptied and trash put into large trash bags and placed inside the outdoor trash cans by the side entrance to the Clubhouse. Any excess garbage or recycling that cannot fit in those containers must be taken home by the Host and off the premises of the Clubhouse. **\*During the months of May - September** all garbage will need to be taken home as the bins fill up quickly from pool use.
- Grease, food waste and any other items cannot be disposed of in the exterior storm drains associated with the Clubhouse.
- All floors will be swept or vacuumed (as appropriate) and left in pre-usage condition. Broom and vacuum are located in the unlocked storage closet across from the kitchen.
- All lights are to be turned OFF.
- All doors will lock automatically at the end of the rental, which is no later than 10:00pm. Thermostat will reset to defaults, do not tamper with the automatic scheduling of the thermostat.
- Final walk-through will be completed within 48 hours by an HOA volunteer.

For community (non rental) usage:

- Ensure that smudges on walls, doors, and windows are removed.
- Place CLEAN trash bags in all trash containers.
- Mop if needed

**In the event of an operational issue with this facility, please contact Grandchester Meadows at 919-757-1718.**