

Dear Renter:

Below is a checklist that must be completed after each event held at the Fairwood Clubhouse. Any items not completed will result in forfeiture of your rental deposit. Any items of concern will need to be brought to the attention of the Clubhouse Coordinator prior to the start of your rental.

The pool is not included in your rental and wet swimming suits are strictly prohibited in the building.

**PLEASE NOTE: ALL CLEANING SUPPLIES AND GARBAGE BAGS MUST BE PROVIDED BY THE RENTER AND ALL ITEMS MUST BE COMPLETED IN ORDER FOR YOUR FULL DEPOSIT TO BE RETURNED!**

**PARTY ROOM/KITCHEN**

- THE USE OF ANY CONFETTI IS STRICTLY PROHIBITED
- ALL counters, sinks, cabinets, refrigerator and oven MUST be cleaned. **CLEANING SUPPLIES ARE TO BE PROVIDED BY THE RENTER!**
- ALL trash must be bagged and placed in the outside trash container after your event. **TRASH BAGS ARE TO BE PROVIDED BY THE RENTER!**
- Tables should be covered with protective cloths prior to use if crafts, food and/or drinks are used. Please do not use staples and tacks to secure the tablecloth to the table.
- Tables and chairs must be cleaned and stored properly.
- ALL floors are to be **swept AND mopped.**
- ALL lights and ceiling fans are to be turned off when you exit the building.

**RESTROOMS:**

- BOTH** restrooms are to be cleaned, swept and mopped.
- Lights must be turned off

My signature below verifies that I agree to maintain the clubhouse as outlined above. I further acknowledge that these items will need to be completed after each meeting in order to ensure refund of my deposit at the end of the requested rental period. Any problems will be brought to the attention of the Clubhouse Coordinator.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_