

CLUBHOUSE INSPECTION SHEET

Member Renting: _____ Telephone: _____ Date of Rental: _____

	BEFORE USE		AFTER USE	
ITEM	✓	COMMENT	✓	COMMENT
General				
Floors				
Counter Tops				
Sink				
Cupboards				
Stoves				
Refrigerators				
Coffee Pots				
Dishes				
Pots/Pans				
Flatware				
Table Cloths				
Kitchen – After Use				
Oven off				
Stove top off				
Floors clean-mopped				
Dishwasher – filter in / bottom cleaned				
Refrigerators cleaned out – wiped down				
Garbage removed				
Social Hall – After Use				
Rug clean – vacuumed				
Furniture in place				
Floor swept – clean-mopped if needed				
Window shades lowered in nw corner only				
Thermostat on – dial set at lowest setting				

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	BEFORE USE		AFTER USE	
ITEM	✓	COMMENT	✓	COMMENT
Table left in place; chairs put away				
Lights off				
All doors locked (carefully check North door)				
Bathrooms – After Use				
Floor clean				
Sinks clean – Faucets off				
Mirrors clean				
Toilets clean				
Garbage removed				
General – After Use				
Leave dirty towels in kitchen sink				
Bring own containers for leftovers				
Clean cigarette butts out of <u>5</u> outside containers				

GARBAGE: All garbage generated by the social function **MUST** be removed by the member renting the facility.
Do **NOT** use the containers outside the kitchen back door or the Club's dumpsters.

I have inspected the facilities to be used, accept them in this condition, and agree that such facilities shall be in as good condition upon completion of scheduled event.	
Member's Signature:	Date:
Coordinator's Signature:	Date:

AFTER FUNCTION:
I have inspected the facility.
<input type="checkbox"/> Facility OK; refund deposit <input type="checkbox"/> Damage; see comments
Coordinator's Signature:
Date: