CHECK LIST FOR WHISPERING LAKE CLUBHOUSE RENTAL

NAME OF CLUBHOUSE RENTER_____
(Please print)

After your event, please fill out the check list and make sure you have completed the following tasks. Slip it under the Clubhouse office door after your event is done.

You will be charged the following fees if the following tasks are left uncompleted.

1) All parking rules were followed. There were no parking violations. $50 _____

2) All garbage has been collected & deposited in bins outside the Clubhouse. $50 & Up _____

3) Meeting room chairs & tables are in the same position as on the website photo. $50 _____

4) Meeting room tables are all wiped clean. $50 & Up _____

5) Meeting room shades have not been moved. $25 _____

6) Fireplace area furniture and all tables have been returned to original position. $50 _____

7) Fireplace area tables and bar are all wiped clean. $50 & Up _____

8) No damage to walls, carpets, floors, furniture or tables. $50 & Up _____

9) All plastic white chairs and tables are back in place. $25 _____

10) All supplemental tables and chairs are closed and moved in place as found. $50 _____

11) All decorations have been removed. $25 _____

12) All floors and carpets have been cleaned & vacuumed. $50 & Up _____

13) All lights, radio and TV have been turned off. $25 _____

14) Restrooms are in working order, cleaned, locked and garbage removed. $50 & Up _____

15) Party ended at 11:00 p.m. or sooner. $50 _____

16) There was No Trespassing into prohibited areas such as, the outdoor pool area, weight room, or the resident hallway. *Cameras will show.* $50 _____

17) Parents are responsible for any damage caused by their unsupervised children. $50 & Up ___

18) Guest arrival time must be given precisely. $50 & Up _____

SIGNATURE OF CLUBHOUSE RENTER_____ DATE_____