

Newport Shores Community Association
Clubhouse Rental "Check List"

The following must be inspected after every event and prior to departing the clubhouse.

- Washed and cleaned all counter tops
- Washed and cleaned all kitchen appliances
- Washed and cleaned all tables and chairs
- Swept floors
- Removed all food from refrigerator
- Removed all personal belongings from clubhouse
- Bagged** and removed all trash from clubhouse and placed in dumpster. Dumpster access is located between restrooms. *(If the trash is thrown in the dumpster and it is not bagged, the homeowner will be charged for replacing the dumpster)*
- Locked (and checked) the clubhouse doors

It is the responsibility of the person renting the clubhouse to make sure that all the items above are done prior to leaving the clubhouse. Please be informed that if the Association has to have any the above-mentioned items cleaned by the janitorial service, part or all of your deposit will not be refunded.

I understand that it is my responsibility to ensure that the clubhouse and all its appliances, floors, furniture and counter tops are left in a clean and sanitary condition and that all the trash will be bagged and removed prior to my departure. I further understand that the Association can retain part or all of my deposit if I do not comply.

(Print Name)

(Property Address)

Phone Number

(Signature)

(Date)

This form must be signed and returned to Walters Management with the clubhouse key!