

Post-Event Checklist: FOR REFUND OF SECURITY DEPOSIT

Complete all steps below to receive your security deposit back. Extra cleaning supplies, trash bags, toilet paper and paper towels are located in kitchen cabinets.

- Completely remove all decorations (including tape)
- Return furniture to its original position (wipe down tables and chairs and put chairs and brown tables in kitchen, white tables in main gathering area)
- Empty all trash cans and put bagged trash in the bins behind the clubhouse
- Clean kitchen and countertops
- Clean bathrooms (wipe down, toilet brushes are in the bathroom)
- Replace any empty toilet paper or paper towels with replacements found in kitchen
- Sweep floors
- Mop floors (mops are in the closet in kitchen)
- Turn off ac/heat put fan on auto
- Turn off all lights and lock doors

Note: Security Deposit will not be refunded until final invoice for any additional cleaning of the facility following the event. Any extra charges incurred as a result of the event will be deducted from security deposit.

How the Clubhouse should look:



Clean kitchen, counters and sink.
Remove ALL your food from fridge



Chairs stacked 4 rows 11 high with
tables behind the chairs



Clean men's and women's
bathrooms and restock



Stack white tables against wall