

## Camden Pointe Clubhouse Use Checklist

### CLEANING CHECKLIST MUST BE RETURNED WITH KEYS

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately contact the Clubhouse Chairperson, any Board Member or All-In-One Community Management. By not contacting any of the above persons, you may be accepting the responsibility of the existing damage.

This completed Clubhouse Use Checklist must be signed and returned with the Clubhouse key before a full or partial refund of your deposit can be issued.

### Check In Checklist      I encountered the following problems when I arrived at the clubhouse:

Please check one or more as needed:

- Do not use helium balloons on strings** – they get caught in the ceiling fans
- The kitchen was not clean or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or working.
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_
- or --
- No problems. The clubhouse was in good condition and ready for rental.**

### Check Out Checklist      Cleaning Checklist:

Please check each item off as you clean after your event, add notes as needed:

- Floors** swept and mopped
- Kitchen** cleaned including stove, refrigerator empty, sink wiped
- Refrigerator** must be set at (#5) before you lock up
- Faucets** shut off; **Oven** shut off
- All items, including decorations, brought for my event have been **removed**
- Trash** has been deposited in the clubhouse in the dumpsters located in the parking lot
- Restrooms** are clean, working and undamaged
- All furniture in its original placement
- Lights** turned out; **A/C** set at 78 degrees – Heat set at 60 degrees
- Do not use helium balloons** on strings – they get caught in the ceiling fans
- Doors **locked**
- Keys returned
- Clubhouse chair, board member or TM **notified** of any damage or cleaning issues

I [am / am not] (please circle one) leaving the Clubhouse clean and in good condition and it is in condition to be rented immediately by a fellow homeowner.

Signed:

Printed Name:

Date:

### *Camden Pointe HOA Use Only:*

Recommend Refund (YES / NO); Amount \$: \_\_\_\_\_

If not \$150, why: \_\_\_\_\_

Name, Signature, Date: