

# Silverlakes Clubhouse

## Rental Checklist

Revised 02/20/07

Please make sure the following items have been completed before leaving the Clubhouse:

- \_\_\_\_\_ 1. Empty refrigerator of all contents belonging to your event.
- \_\_\_\_\_ 2. Remove all event decorations inside and outside.
- \_\_\_\_\_ 3. Wipe down all tables, serving areas, kitchen counters and microwave.
- \_\_\_\_\_ 4. Remove all trash from Clubhouse and take it to your home.
- \_\_\_\_\_ 5. Vacuum carpet and wet mop all tile areas. Supplies are located in Kitchen area.
- \_\_\_\_\_ 6. Rearrange chairs/tables according to the posted diagram located in the kitchen area.
- \_\_\_\_\_ 7. Turn off all overhead fans.
- \_\_\_\_\_ 8. Turn off all lights
- \_\_\_\_\_ 9. Lock all doors.

Thank you.

Silverlakes at Gateway HOA