

# Checklist For Rental Use of The PBC Clubhouse

PBC Member: \_\_\_\_\_ Date and Time: \_\_\_\_\_

## Inside the Clubhouse - General

- \_\_\_\_ 1. **Prior to end of event, remind all guests to be sure they have signed the Guest Book – THIS IS AN ABC REQUIREMENT.**
- \_\_\_\_ 2. Check all trash cans and confirm that all trash was bagged and taken to outside trash cans; wipe down inside of Clubhouse trash cans which were used.
- \_\_\_\_ 3. Sweep and damp mop all floors, including in the social hall, the kitchen area and the bath rooms. Be sure to clean any spills elsewhere in the Clubhouse and/or outside.
- \_\_\_\_ 4. Clean and wipe down the kitchen counter and sinks and all other table and surface areas.
- \_\_\_\_ 5. Chairs and tables are to be left in “meeting format” horizontal to the rear deck.
- \_\_\_\_ 6. Return all heating/air thermostats to the off position.

## Inside the Clubhouse – Kitchen (CHECK EVEN IF YOU DID NOT USE THE KITCHEN)

- \_\_\_\_ 7. Leave the kitchen and appliances in a clean and sanitary condition. Stove, refrigerator and microwave are to be wiped down clean.
- \_\_\_\_ 8. Check stove and make sure all dials are in the OFF position before leaving.
- \_\_\_\_ 9. Food placed in the refrigerator must be removed at the end of the event.

## Inside the Clubhouse - Bathrooms

- \_\_\_\_ 10. Clean the bathrooms thoroughly
  - Clean and wipe down sinks and surfaces
  - Clean toilets including wiping down rims and seats
  - Empty any trash cans

## Outside Areas (CHECK EVEN IF YOU DID NOT USE)

- \_\_\_\_ 11. Even if you did not use the Outside Areas, police and clean the deck and lower areas – *you* may not have used these areas but *your guests* may have.
- \_\_\_\_ 12. Check that all grills, fryers and cookers are thoroughly cleaned and turned off and returned to their storage areas [IF YOU USED].
- \_\_\_\_ 13. Extinguish all cigarette butts and dispose of properly.
- \_\_\_\_ 14. Clean charcoal grills; any coals shall be completely extinguished using water and discarded in the large trash receptacles [IF YOU USED].

**Final**

- \_\_\_\_\_ 15. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights (except the parking lot night light) are turned out, the thermostats are correctly set, the gas heater and range are properly secured and that all proper cleaning has been performed

I understand that I am fully responsible for any damages to the Clubhouse or equipment occurring as a result of my event. I also understand that if the Clubhouse is not cleaned after the event, PBC will contract for professional cleaning services, and I will be responsible for the cost of these services (in addition to owing an additional \$50 administrative fee to PBC).

TO BE SIGNED BY SPONSORING MEMBER:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_