

# WASHINGTONIAN WOODS HOMEOWNERS ASSOCIATION, INC.

## CLUBHOUSE CHECK LIST

The Washingtonian Woods Homeowners Association, Inc. has compiled this rental check list to help with check-in and check-out procedures when renting the Clubhouse.

**PLEASE NOTE: The Clubhouse must be left in a completely clean condition (i.e. wiped down, floors swept). All tables and chairs must be properly stored, TV turned off and returned, and all event items and trash must be removed from the Clubhouse and disposed of at home.**

**ALL RENTERS ARE RESPONSIBLE FOR TAKING CLEANING SUPPLIES FOR CLEAN UP.**

If you have an emergency during your function, please call the PMP, Inc. answering service at 1-800-336-8009.

### Event and Renter Information

Please fill out the information below.

Event Date	Check-In Time	Check-Out Time
Upper Level (UL)	Lower Level (LL)	

<b>Name:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Telephone:</b>	

### What Is Provided

The following is a list of items which are provided for your use during the event:

- 5-6' Rectangular Folding Tables, 3-4' Folding tables, 1- 3x3 square table and 31 Folding Chairs (**LL**)
- 2-8' Rectangular Folding Table, 12 Folding Chairs (**UL**)
- 2 Trash Cans (**UL and LL**)

### What to Bring

The following is a list of items to bring with you for the event:

- 6 or more Trash Bags (13 Gallon or Larger)
- Cleaning supplies for clean-up.

# Clubhouse Check List

Please use the check list below to take inventory again as well as perform each task to comply with the *Washingtonian Woods Clubhouse Usage Rules and Regulations*. **Please note, failure to comply may result in the loss of the security deposit.**

**Please sign return the checklist when you return the key.**

✓	<b>Check Inventory &amp; Task (LL- Lower-Level, UL- Upper Level)</b>
<input type="checkbox"/>	5-6' Rectangular Folding Tables, 3-4' Folding Tables, 1-3x3 Square Table and 31 Folding Chairs <b>(LL)</b>
<input type="checkbox"/>	2-8' Rectangular Folding Table, 12 Folding Chairs <b>(UL)</b>
<input type="checkbox"/>	Trash Cans <b>(UL and LL)</b>
<input type="checkbox"/>	1 Pool Table <b>(confirm pool table has not been moved)</b> , 6 pool cues, 1 bridge <b>(UL)</b>
<input type="checkbox"/>	2 Flat screen TVs <b>(UL)</b>
<input type="checkbox"/>	1 Subwoofer & 1 Sound Bar <b>(UL)</b>
<input type="checkbox"/>	2 TV Remotes/2 Cable Remotes/1 Fireplace Remote
<input type="checkbox"/>	3 Sofas <b>(UL)</b>
<input type="checkbox"/>	3 End Tables <b>(UL)</b>
<input type="checkbox"/>	4 Table Lamps. <b>(UL)</b>
<input type="checkbox"/>	2 Leather Coffee Tables with trays <b>(UL)</b>
<input type="checkbox"/>	1 Casual Table behind sofa <b>(UL)</b>
<input type="checkbox"/>	1 Casual Table under mirror <b>(UL)</b>
<input type="checkbox"/>	3 Card Tables with chairs <b>(UL)</b>
<input type="checkbox"/>	1 Bar <b>(UL)</b>
<input type="checkbox"/>	1 Bar Chair <b>(UL)</b>
<input type="checkbox"/>	6 Fabric Chairs <b>(UL)</b>
<input type="checkbox"/>	2 Leather Chairs <b>(UL)</b>
<input type="checkbox"/>	1 Bookcase with plant, candle holders, books, small globe, Internet Wireless Router, Cable Box <b>(UL)</b>
<input type="checkbox"/>	1 Wall Clock <b>(UL)</b>
<input type="checkbox"/>	2 Floor Plants with string of lights <b>(UL)</b>
<input type="checkbox"/>	2 Floor Rugs <b>(UL)</b>
<input type="checkbox"/>	1 Coat Rack w/ Hangers <b>(UL)</b>
	Tables & chairs are folded & neatly stored. <b>(LL)</b>
	Furniture is clean and not damaged. <b>(UL and LL)</b>
	Kitchen – floor is clean, counters clean, no debris/trash <b>(UL and LL)</b> Refrigerator <b>(UL and LL)</b> , Microwave <b>(UL and LL)</b> , Dishwasher <b>(UL and LL)</b> , and Oven <b>(UL)</b> , are empty, clean, and in working order.
	Bathrooms – floor is clean, no debris/trash. <b>(UL and LL)</b>
	Floors/Rugs –All floors and rugs are clean, no loose debris and trash. <b>(UL and LL)</b>
	TVs <b>(UL)</b> , fireplace <b>(UL)</b> , and all lights <b>(UL and LL)</b> are in working order. *Few emergency lights will stay on all times.
	All trash and event items must be removed from the Clubhouse after your event. <b>(UL and LL)</b>
	Reset thermostat after your event (Heat = 65 degrees and Air Conditioning = 75 degrees) <b>(UL and LL)</b>
	Lock all doors <b>(UL and LL)</b>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_