

Clubhouse Checklist

All clubs, committees, and private party rentals are responsible for the following:

- Floors-sweep all floors and spot mop where needed
- Tables/ Chairs- wipe down and return them to storage sites
- Kitchen Counters- wipe down
- Appliances- (stove, fridge, and microwave) remove all items and wipe down.
- Restrooms- clean counters
- Trash removed- bring to parking lot dumpster and put a new trash bag in trash cans
- Remove all decorations

*The clubhouse should be ready for the next rental when you leave.

** Any items left behind or failure to pass the post-event inspection will result in charges for removal and cleaning. Violations may also result in loss of future clubhouse use or rental privileges.

***Report any accidental damage immediately to the office manager at 440-563-3170 or wcarley@roamingshores.org