

Clubhouse Rental Checklist

*** Clubhouse to be cleaned and ready by 12:00pm the next day after event**

*** If Clubhouse is not cleaned according to checklist provided, \$140 deposit will be used to have the clubhouse professionally cleaned**

- 1. Put back everything to its original place if moved or rearranged.**
- 2. Wash all dirty dishes or load and start dishwasher.**
- 3. Make sure Refrigerator is empty.**
- 4. Wipe down Counters, appliances, tables, etc...**
- 5. Clean Bathrooms.**
- 6. Vacuum all floors in every room that is used.**
- 7. Mop all floors in every room that is used.**
- 8. Take out all of your garbage. If it is a Sunday please take the garbage can to the curb for garbage pick-up**
- 9. Please let Sentry management know if any of the cleaning supplies are running low.**
- 10. Turn off all lights**
- 11. Lock both bathrooms and front door**