

Tanglewood Estates Checklist for Renting Clubhouse

Homeowner's Name: _____
(Print Name) (Address)

Homeowner's Name: _____ Date: _____
(Signature)

Homeowner will walk through with Office Associate before renting the clubhouse. Signature is required by homeowner and Office Associate.

Clubhouse Checklist		
Set the Alarm when entering and leaving the clubhouse. If police are dispatched to the clubhouse, Tanglewood will be charged and Tanglewood will keep your \$300.00 deposit. Be sure to lock the door.		
	Clean up all decorations	Signs, balloons, streamers are allowed. No glitter, taping to the walls or confetti is allowed.
	Clean up Game Room -- Check to make sure nothing is BROKEN!	Make sure everything is cleaned and nothing is broken or missing.
	Clean up all food and beverage items.	Plates, cups, bottles, cans, etc. Wipe out the sinks.
	Swiffer tile and broom to clean up spills or dropped items	Swiffer and broom are in the closet to the right of the stairway.
	Clean up all trash and empty trash bins.	Please remember to take trash to the dumpsters.
	Turn off all lights upstairs and downstairs.	Please check bathrooms to make sure lights are off.
	Make sure toilets are flushed in each bathroom	Please remember to clean up messes if any.
	Lock all doors leading to outside	Sliding glass doors, double check to make sure they are locked. Main entrance door, lock it when you leave and make sure you set the ALARM. Check the door to be sure it is locked.
	Please take home all food and beverages that you brought in to the party.	Nothing that you brought should be left in the clubhouse.
	Place all tables, chairs, and sofas back in original place	Suggestion: Take a picture of the room before you move the furniture! It's easier than guessing later.
	Place keys in Overnight Drop Box	Once you're ready to leave and everything is locked up just place the keys in the O/N drop box for the office associate to retrieve.

Office Associate: Walk through clubhouse, make sure everything on checklist has been done. Sign, ensure Homeowner has signed and then file in appropriate folder.

Office Associate: _____ Date _____