

The Club at 12 Oaks Rental Cleanup Checklist

- Clean up is required at the end of a function since another function may immediately follow.
- To insure its cleanliness & longevity in the community, please leave facility in the same or better condition as when you arrived.
- DO NOT hang anything from or near the ceiling fans.**
- DO NOT attach via tape, tacks, nails, etc anything onto the walls.**
- Turn off all appliances and unplug coffee makers.
If your rental included the use of our dishes, then all must be washed & put away.
- Clean the countertops & appliances.
- (includes the inside of the oven or microwave if you used it)
- You may bring crock pots, or use the kitchen for warming foods, but for insurance reasons, NO Cooking is permitted. And no open flames.**
- Clean the table tops & place furniture/deco back in its original configuration.
- Vacuum/sweep/mop all floor areas including kitchen, bathrooms, & entrance. (Please try to clean any spots on the carpet.)
- Clean all sinks, toilets, mirrors, & glass in the entrance / patio doors.
- Please take all refrigerated items you brought with you & leave refrigerator clean.
- If deck is used, please sweep / mop as needed.
- Grilling is prohibited on the deck (insurance reasons.)
- If pool rental, please hose down & clean off all decking, tables and chairs and place furniture back in original configuration.
- TAKE GARBAGE WITH YOU WHEN YOU LEAVE. (OR \$50 charge)**
- No Smoking Allowed inside the facility.**
- EMPTY ALL ashtrays & take with trash.**
- No Pets inside the building.**
- No Floating Balloons**
- No Table Confetti**
- No Open Flames inside the building.**
- 3rd Floor Balcony is NOT part of the rental.**
- 10PM Curfew (Neighborhood Friendly Policy)**
- Return the key immediately following your event.

Bring your own:
1) paper towels,
2) hand soap,
3) toilet paper &
4) trash bags!

These are basic guidelines but not limited to only these items.
Please use care when renting
our facility. Thank you.