

# CLUBHOUSE PROCEDURES

MAXIMUM CAPACITY 108

THANK YOU FOR YOUR COOPERATION IN CLEANING UP THE CLUBHOUSE AFTER USE:

- THERE SHOULD BE NO LEFTOVERS
- WASH AND REPLACE DISHES AND GLASSES
- LOAD AND START DISHWASHER
- WIPE OFF APPLIANCES AND COUNTERS
- WIPE UP ALL SPILLS
- WIPE OFF TABLE COVERS
- REPLACE TABLES AND CHAIRS TO ORIGINAL POSITIONS
- WASH AND RETURN DISH TOWELS AND LINENS TO CLUBHOUSE THE NEXT DAY
- REMOVE ALL DECORATIONS, IF NECESSARY
- CLOSE AND LOCK ALL DOORS AND WINDOWS
- TURN OFF LIGHTS AND CEILING FANS

YOU ARE RESPONSIBLE FOR REMOVING ANY ITEMS THAT DO NOT BELONG. DO NOT STORE THEM IN THE CLOSET

REMEMBER: NO GOLF SHOES ARE ALLOWED IN THE CLUBHOUSE!

PLEASE CONFIRM YOUR EVENT TIMING WITH CLUBHOUSE DIRECTOR SO POST EVENT CLEANING ARRANGEMENTS CAN BE MADE