

# Clubhouse Rental Rules & Checklist

## Glen Isle Improvement Association

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1. All furniture must be replaced according to the floor plan posted on the inside door of the fuse-box upstairs.
2. There may be no reconfiguration of the interior of the clubhouse. i.e: Pictures, signs, shades, sconces, etc. These are permanent fixtures.
3. Renters must provide all paper goods – paper towels, plates, cups, etc.
4. All dishes, utensils, glasses, etc. must be washed and returned to the proper place.
5. Table, chairs, counters are to be washed and left clean and ready for use. Chairs and tables should be stored inside.
6. Floors are to be swept and washed if necessary (spills, etc.). Kitchen floor is to be washed after each use. Please rinse mop and leave it clean.
7. The refrigerator and freezer are to be clean of all your food and beverages etc. Please take all leftovers home and **DO NOT** leave food in the refrigerator or freezer.
8. Please check the burners and oven right before leaving. Make sure everything is off. Leave clean.
9. Coffeemakers and other appliances must be washed thoroughly if used.
10. Bathrooms – leave clean with trash emptied and new liners in the trash basket. Be sure all water is turned off tightly and toilets are not running when you leave.
11. Do not leave any trash at the Clubhouse. Take all trash home with you. This includes contents in the recycling bin. Put clean plastic trash bags in the trash cans and recycling bin. Do not under any circumstances place trash bags outside the Clubhouse.
12. Adjust the heat to proper temperature of 55 degrees.
13. Make sure all lights are off and the fan in the basement is off.
14. Check all windows and secure them. Secure porch door and other exterior doors before leaving.
15. There is no parking in front of the Clubhouse or on the right side of Pinecrest Drive. Portable signs have been provided for you to place on the right side by Lincoln Log Road and Walnut Road for your guests' information and compliance. Please make sure the signs are returned to the Clubhouse after your event.
16. Decorations may only be hung from any installed hooks and must be **completely** removed when you clean up. Please use painters tape to adhere decorations to walls.
17. Please take extra care when folding the tables. Do not slide them around the floor, please pick them up. There are rolling chair and table carts for storage. Store them inside clubhouse.
18. Fireplace – burn logs only. No newspaper, trash, Christmas wrappings. **Keep** fires to the back of the fireplace. Please – **NO** roaring fires. Make arrangements to clean the ashes when the fire is out – and cold.
19. Please leave the Clubhouse as you have found it. It is your Clubhouse, take care of it. If you have any questions contact the Clubhouse Chairperson or a Board member.
20. There is no smoking allowed inside the clubhouse.