

Dominion Station Clubhouse Rental Pre-Event / Post-Event Inspection

Renter: _____

Address: _____

Event Date: _____ Event Time: _____

Home Phone: _____ Mobile Phone: _____

Volunteer Performing Inspection: _____

Use of clubhouse constitutes agreement to the following guidelines:

1. Renter will leave the Clubhouse *as if he/she were never there*.
2. Please allow a *minimum of one hour*, after your guests have left, to adequately clean the clubhouse *prior* to your scheduled post-inspection.
3. Post-inspections will be conducted during *daylight hours* in order to ensure proper removal of fingerprints, crumbs, smudges, and stains.
4. *All trash* (kitchen, terrace, bathrooms) and party décor must be placed in trash containers located near pool entrance.
5. Any damages to the clubhouse – to include but not limited to fixtures, furniture, and carpeting – will result in the forfeiture of your \$250 deposit.
6. Cleaning supplies are located in the closet to the left of the refrigerator. Please use the checklist on the back of this agreement to restore the clubhouse to the condition in which it was received.

Pre-Event: I have read and agree to these guidelines and understand that I will be charged for any damages/cleaning costs the DS HOA may incur due to my negligence.

Renter's Signature

Pre-Event: I agree to this pre-inspection.

Renter's Signature

Signature of Volunteer

Post-Event: I agree to post-inspection on _____ (date/time).

Renter's Signature

Signature of Volunteer (to Release Deposit)

Dominion Station Clubhouse Post-Event Cleaning Checklist

AREA	Pre-Inspection	Post-Inspection	Comments
Kitchen			
Refrigerator – remove all items and wipe shelves			
Appliances – clean surfaces and fronts			
Wipe all granite surfaces			
Wipe all cabinet/drawer faces			
Empty trash cans and replace liners			
Empty large trash can and return to closet			
Ensure door to terrace is free of fingerprints and smudges			
Vacuum and wet mop (Swiffer)			
Restrooms			
Scrub and wipe toilets			
Wash and wipe sink/counter			
Remove all trash and replace liners			
Sweep and wet mop (Swiffer) floors			
Clean mirrors			
Carpeting			
Vacuum all areas (under tables/chairs, sofa, furniture, etc.)			
Free of stains			
Fireplace			
Turned off and free of smudges			
Tables / Chairs			
Wipe all surfaces			
Entry / Foyer			
Sweep and wet mop (Swiffer)			
Walls			
Ensure removal of décor, smudges, fingerprints, etc,			
Furniture			
Cleaned and in their original location			
Lights turned off			
Décor			
In tact (kitchen accessories, wall art, etc.)			
Front Doors / Windows			
Locked and free of smudges			