

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

Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Dominion Station 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* to adequately clean the clubhouse (please keep this in mind when scheduling).
3. Post-inspections will be conducted by the DS Volunteer during *daylight hours* in order to ensure that all fingerprints, crumbs, smudges, & stains have been cleaned.
4. A minimum of \$50 will be forfeit if the DS Volunteer does not feel as if the Clubhouse was adequately cleaned and ready for the next rental.
5. Renters will be charged for any missing items (chairs, tables, furniture sliders, mop/bucket, vacuum, broom/dustpan, etc) upon return of the Clubhouse to the DS Volunteer.
6. *All trash* (kitchen, and bathrooms) and party décor must be placed in trash containers located in trash bins outside of Clubhouse.
7. Any damages to the clubhouse – to include but not limited to fixtures, furniture, and carpeting – will result in the forfeiture of your deposit.

**Pre-Event: I have read and agree to these guidelines and understand that I will be charged for any damages/cleaning costs the DSHOA may incur upon post-inspection.**

\_\_\_\_\_  
Renter's Signature

**Pre-Event: I agree to the pre-inspection.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Signature of DS Volunteer

**Post-Event: I agree to appear for a post-inspection if the DS Volunteer does not deem the Clubhouse returned in the original condition.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Signature of Volunteer (to Release Deposit)

# Dominion Station Clubhouse Post-Event Cleaning Checklist

AREA	Pre-Inspection	Post-Inspection	Comments
<b>Kitchen</b>			
Refrigerator – remove all items and wipe shelves			
ALL Appliances – clean surfaces and fronts and are functional			
Wipe all granite surfaces			
Empty trash cans and replace liners			
Ensure door to terrace is free of fingerprints, smudges & Locked			
Vacuum and mop tile floor			
<b>Restrooms</b>			
Ensure stalls are clean and toilets flushed			
Wash and wipe sink/counter			
Remove all trash and replace liners			
Sweep and mop tile floor			
Clean Mirrors			
<b>Carpeting</b>			
Vacuum all areas (under tables/chairs, sofa, furniture, etc.)			
Free of stains			
<b>Fireplace</b>			
Turned off and free of smudges			
<b>Tables/Chairs</b>			
Wipe all surfaces			
<b>Entry/Foyer</b>			
Sweep and mop tile			
<b>Walls</b>			
Ensure removal of décor (tape), smudges, fingerprints, etc.			
<b>Furniture</b>			
Cleaned and replaced in original room configuration			
<b>Lights turned off</b>			
<b>Decor</b>			
In tact (kitchen accessories, wall art, etc.)			
<b>Front Doors/ Windows</b>			
Locked and free of smudges			