

Clubhouse Checklist

Smoketree Stanton Homeowners Association

Before Your Event

- ___ Get the clubhouse keys from the property management company.
- ___ Check the clubhouse for any pre-existing damage or areas that are dirty. If there are any problems, report them to the property management company before your event.
- ___ Please do not use tape on the walls or other painted surfaces. Damage caused by tape may be deducted from your deposit and/or charged to your account.

During Your Event

- ___ You have rented the clubhouse and the patio outside the clubhouse, but not the pool. **Please do not allow your guests into the pool area.**
- ___ Please do not do any cooking outside of the clubhouse.
- ___ If you leave the kitchen door or hallway door open or unlocked, pool users will have access to your event. For your own security, please keep these doors locked when not in use.
- ___ Please keep your event quiet after 10:00 pm.
- ___ Please be sure to comply with the other rules in the Clubhouse Rules document and the Clubhouse Reservations and Usage Agreement that you signed and initialed.
- ___ Have Fun!

After Your Event

Please leave the clubhouse neat, clean and ready for the next event. Clean up must be finished by 10:00 am the day after your event. After your event an association volunteer and/or a property management representative will check the clubhouse for damage or areas that are not clean. Your deposit, or part of it, may not be returned if the condition of the clubhouse is not acceptable to them. Here is a checklist to guide you.

Main Room

- ___ Floor swept and mopped ___ Windows and blinds clean and closed
- ___ Tables (7) cleaned and replaced ___ Furniture and rugs in original position and clean
- ___ Chairs (20 plastic) cleaned, folded and put in closet
- ___ All decorations, **including tape**, removed from furniture, chairs, walls, floors, lights, fixtures, doors, etc.
- ___ Furniture, chairs, walls, floors, lights, fixtures, doors, etc. cleaned and not damaged
- ___ Turn off the heater or air conditioner to save our association the energy costs.

Kitchen

Please do not unplug the refrigerator!

- Stove and oven cleaned Microwave cleaned Refrigerator cleaned
- Floor swept and mopped Sink cleaned Countertops cleaned
- Appliances, walls, floors, lights, fixtures, fire extinguisher, cabinets, etc. clean and not damaged

Hallway and Bathrooms

- Clean up any mess left by an event guest on the floors, walls, stalls, toilets, sinks, rug
- No damage by an event guest to the floors, walls, stalls, toilets, sinks, rug, etc.

Front Porch, Side Entrance, Patio Area, Area Outside Clubhouse

- Clean up all napkins, decorations (*including tape*), cigarette butts, paper plates, plastic cups, etc.
- No damage to walls, floors, lights, fixtures, landscaping, etc.

Trash

- All trash from your event must be removed by you from the clubhouse and pool area. Do not put your trash in the pool area trash cans, as these are for use by pool guests and maintenance staff only.

NOTE: Please allow up to two weeks for return of your deposit.

Contact Info

Huntington West Properties, Inc. 714-891-1522
 Rhoberta Paz, Clubhouse Coordinator: ext 230
 Orlando Cruz, Property Manager: ext 228

For Association Volunteer or Property Management Only

Clubhouse Renter's Name: _____ Rental Date: _____

Notes: _____

Refund Deposit? Yes Hold No

Clubhouse Checked By: _____ Date Checked: _____