

BIXBY VILLAGE HOMEOWNERS ASSOCIATION

CLUBHOUSE RENTAL CHECKLIST

- _____ THE FIREPLACE IS NOT TO BE USED.
- _____ NOTHING IS TO BE ATTACHED TO THE WALLS OR THE CEILING BEAMS.
- _____ CLOSE ALL DOOR AND LOWER MUSIC AT 10:00 P.M.
- _____ LONG TABLE IN MEETING ROOM NOT TO BE MOVED.
- _____ RETURN ALL FURNITURE TO ORIGINAL LOCATION.
- _____ CLEAN DRAINS AND SINKS THOROUGHLY.
- _____ CLEAN REFRIGERATOR, FREEZER AND OVEN, IF USED.
- _____ TURN OFF ALL APPLIANCES – STOVE, OVEN, FAN, AND LIGHTS.
- _____ EMPTY ALL TRASH RECEPTACLES – KITCHEN AND RESTROOMS.
- _____ TURN THE HEAR/COOL THERMOSTAT OFF.
- _____ CLEAN ENTRY AND KITCHEN FLOORS – MOP/SCRUB AS NEEDED.
- _____ CLEAN OUTSIDE PORCH AREA, IF USED.
- _____ CLEAN RESTROOM COUNTERS.
- _____ VACUUM AND SPOT CLEAN ALL CARPETED AREAS, COUCHES & CHAIRS.
- _____ LOCK RESTROOM DOORS.
- _____ LOCK ALL SLIDING AND EXTERIOR DOORS.
- _____ REMOVE ALL TRASH FROM THE CLUBHOUSE PREMISES.

SIGNED _____

DATE _____

PRINT NAME _____

VERIFIED BY _____

DATE _____

DEPOSIT WILL BE RETURNED AFTER SIGNED AND VERIFIED FORM IS RECEIVED BY PCM