

Glenaire Clubhouse Rental Check List

Number of Tables 10

Number of Chairs 73 (please make sure all chair legs have rubber tips – if tip is missing or damaged, please set it aside and notify the clerk)

Wood Floor - cleaned and free of damage (See instructions on closet door for cleaning wood floors)

Kitchen Floor – cleaned and free of damage

Counter Top - cleaned and free of damage

Windows – all closed and locked (you have to push top window up & bottom window down and locks are all turned to the left to have them locked)

Fans - all turned off – **Note: adjust fans by control on the wall only – don't adjust by the chain on the fan)**

Lights - all turned off (make sure track lights are completely off)

Thermostat – Before you leave, in cooling season turn to 80 degrees – in heating season, turn to 60 degrees

Bathroom – clean & trash emptied (A new trash bag is in the bottom of the trash can)

Kitchen - Garbage Can - trash removed & put in trash can inside the wood fence & a fresh trash bag in place (2 new trash bags are in the bottom of the trash cans. If you need more than that, you will need to bring them

Stove – If you use the stove, be sure to clean the burner drip pans.

Refrigerator – all food is removed from both refrigerator and freezer

Contents of Cabinets – punch bowl, cups, coffee pots, etc. are clean & in place. See instruction on cabinet door the proper way to store the steam/chafing pans.

Parking Lot and Lawn – all cans, bottles or debris are removed

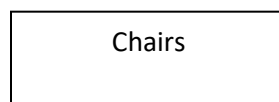
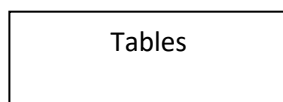
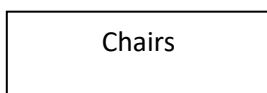
Doors – Front and back are locked and storm door on the front door is completely shut tight and locked.

NO GLITTER IS ALLOWED ANYWHERE SO DO USE GLITTER IN ANY OF YOUR DECORATIONS OR GIFTWRAP.

No tacks or tape are allowed on walls or wood surfaces anywhere. There are 3 nails over the stage area to hang banners. Also fishing line can be tied over beams to hang things.

Note: Do not park in the driveway or block the driveway. You are welcome to park in the driveway while loading and unloading items for the event but move the vehicle as soon as you have it loaded/unloaded.

Please do not let children play on the empty chair and table caddys. Please leave table & chair caddys inside the meeting room when you are finished like the diagram below:



Be careful not to scratch the window sills & baseboard