Rolling Hills Glencairn Community Services

Clubhouse Check-Out List

**(Please sign & leave this form posted on the corkboard in the clubhouse)**

Cleaning supplies; toilet paper, paper towels & trash bags are located under the kitchen sink and are to be used in the clubhouse only. Please return cleaning supplies when finished cleaning.

\_\_\_\_\_\_\_Wipe off tables (and chairs if necessary).

\_\_\_\_\_\_\_Fold and stack all chairs neatly (they do all fit).

\_\_\_\_\_\_\_Close tables & stand them against the walls. 2 Tables may be left up.

\_\_\_\_\_\_\_**Remove ALL decorations, tape, tacks, staples, etc**.

\_\_\_\_\_\_\_**Sweep all floors thoroughly!**

\_\_\_\_\_\_\_**Mop floors** & wipe all spills from walls or ceilings. (Supplies under the sink)

\_\_\_\_\_\_\_Wipe out splatters from microwave.

\_\_\_\_\_\_\_Wipe spills from the refrigerator & remove leftover food & drinks.

\_\_\_\_\_\_\_Clean ash from the fireplace if you use it.

\_\_\_\_\_\_\_Empty **ALL** Trash Cans & replace with clean liners. (Including restroom)

\_\_\_\_\_\_\_Take **ALL** TRASH home with you! $20 fee if you do not. See below.

\_\_\_\_\_\_\_Pick up trash from outside the building and around the Picnic Shelter.

\_\_\_\_\_\_ Turn heat to 55°. Leave settings on AUTO.

\_\_\_\_\_\_\_Turn off lights. (Leave outside motion sensor on)

\_\_\_\_\_\_\_Double check that you have all personal items.

\_\_\_\_\_\_\_**Sign & Post** this checklist on the corkboard next to the sliding glass doors.

\_\_\_\_\_\_\_Lock the doors (deadbolt first) and return keys to the drop box

@1126 Sidney St.

Comments/concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note: A Cleaning fee of $25.00 per hour with a minimum of 1 hour will be charged to your Rolling Hills account and/or taken from your deposit as necessary.**

Name of Cleaner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print

Signature of Cleaner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_

I have completed all of the above tasks

CLUBHOUSE RULES AND REGULATIONS

* Clubhouse is for Rolling Hills- Glencairn Members with their guests. Since renters are not members, they cannot reserve the clubhouse without permission from their landlord. Sponsoring member must also be in good standing (dues & water bills current).
* Any Member (or Renter with permission) sponsoring a function must be present at the gathering and agree to accept responsibility for the actions of his/her guests.
* The Clubhouse is located in close proximity to private residents. Excessive noise which unreasonably interferes with the comfort and enjoyment of private property is prohibited.
* Clubhouse usage hours are limited to 8 am until Midnight. Amplified voice or music shall be kept at a level which does not violate the rights of others and must be completely turned off by 10:00 pm.
* The clubhouse is owned by a Non-profit organization, therefore admission may not be charged nor alcohol sold at this facility. If alcohol is being served you must obtain a liquor license.
* If using the pool facility as part of your event, there is a limit of 6 swimming guests.
* Clubhouse capacity is limited to 49 persons.
* The clubhouse must be cleaned, floors swept and spills mopped by the applicant after its use.
* All trash must be taken with you from the facility, including the restroom. There is a $20 fee if you want to use the dumpster. The dumpster is locked so a key must be requested prior to facility use.
* Folding tables & chairs are to be folded and stored neatly.
* Lights are to be turned off & heat is to be turned down to 55°. (**Set fan at AUTO & heat switches in the ON position, there is no A/C. Adjust temperature by using arrows only**)
* Doors and windows must be closed and locked.
* **Any decorations must be removed, including all tape, streamers, nails, tacks and staples.**
* The Clubhouse is a NO SMOKING Facility.
* Use only split firewood or briquettes in the picnic shelter fire pit & keep fires reasonable.
* It is unlawful to remove, destroy, damage or deface any structure, component or accessory belonging to this Community. Penalties for violations may be sought through legal channels, or assessed to your Rolling Hills-Glencairn account.

The applicant agrees to hold the Community of Rolling Hills-Glencairn, its agents and employees harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants and/or their guests.

**In Case of Emergency call Ruby 360-969-2266**