

**Colonia Verde Homeowners' Association  
CLUBHOUSE RESERVATION CHECKLIST**

Date \_\_\_\_\_

In order to ensure that the clubhouse is in good order for your private party, we have come up with the following checklist. Please inspect the clubhouse equipment as listed. Let us know the condition each was in when you first entered the clubhouse and the condition that you left in at checkout. If you find any significant condition problems upon check-in please call **520 298-0844** and leave a message outlining that condition. *Please put this form in the mail slot (drop box) outside the clubhouse when you depart after your use.*

CLUBHOUSE EQUIPMENT	CONDITION UPON CHECKIN	CONDITION UPON CHECKOUT
Carpets/Floors (Swept & Vacuumed)		
Kitchen Countertops		
Dishes & Flatware		
Microwave Oven		
Oven		
Refrigerator/Freezer – Empty of your contents		
Linens Available & Clean Please leave clean and folded linens out on the table when you return them.*		
Furniture – Furniture to be put back in its original place		
Audio/Visual, computer & sound equip Return to original location and settings		
Women's Room		
Women's Room: Toilet Paper & Paper Towels		
Men's Room		
Men's Room: Toilet Paper & Paper Towels		
Trash Bags (left on countertops for use) & in the bathrooms	No <input type="checkbox"/> Yes <input type="checkbox"/>	<b>PLEASE PUT TRASH BY THE GATE</b>
Lights – Turned Off , except in entry		
All doors are securely shut and locked		

\*\*The trash bins in the kitchen must be emptied and new bags placed inside for the next renter. \*\*

Please take TRASH Out by the Gate

\*Over the holidays we often have back to back parties. The tablecloths and dish towels need to be back the next morning.

**If you do not plan to do your own cleaning, make sure you arrange for cleaning as soon as possible. In any event, if there is a rental the next day, the cleaning must be done in time for that rental start time.**

Completed by \_\_\_\_\_, Party Host/Hostess

**After-hour Emergencies, please call Mike Zonnefeld at 520-749-3575 or 520-760-1091**

Approved by CVHOA Board of Directors  
9-16-2015