

APPENDIX A

PLUMWOOD ASSOCIATION CLUBHOUSE RENTAL

A thirty-five (\$35.00) dollar Rental fee, which is not refundable, is due from the owner of record at the time the reservation is made. A one hundred seventy-five (\$175.00) dollar Damage/Cleaning deposit is due from the owner of record when the passcode is given.

The checklist below should be reviewed before taking possession of the clubhouse for your rental period. You must clean the clubhouse and complete the checklist at the end of your rental period. Cost of any unsatisfactory clean up or damage to the clubhouse or deck area will be withheld from the deposit and/or charged to the owner responsible, If no damages, the deposit check will be returned with two (2) business days.

RULES:

- ALL KEGS/COOLERS WILL BE KEPT OUTSIDE ON THE DECK, NOT IN THE CLUBHOUSE
- NO FURNITURE FROM THE CLUBHOUSE SHALL BE TAKEN OUTSIDE
- NO GLASS CONTAINERS IN THE POOL AREA
- NO CONFETTI TO BE USED IN/OUT OF THE CLUBHOUSE
- TAPE CANNOT BE USED ON ANY SURFACE
- SECURE ALL DOORS WHEN LEAVING
- NO SMOKING IN THE CLUBHOUSE OR ON CLUBHOUSE DECK
- CLUBHOUSE RENTERS MAY FURNISH THEIR OWN GAS GRILLS FOR USE ON THE CLUBHOUSE DECK

RENTAL DATE: _____ RENTED BY: _____ BUILDING _____ UNIT # _____

PLEASE COMPLETE AND LEAVE ON COUNTER IN CLUBHOUSE

- **CLEANING CHECKLIST:**
- ___ VACUUM ALL CLUBHOUSE CARPETS
- ___ MOP THE BATHROOM FLOORS WITH CLEANER
- ___ MOP THE FLOOR IN FRONT OF THE FIREPLACE WITH CLEANER
- ___ REPLACE LINERS IN WASTE CANS
- ___ RETURN FURNITURE TO ORIGINAL PLACE
- ___ CLEAN OVEN AND/OR MICROWAVE, IF USED
- ___ CLEAN REFRIGERATOR, IF USED
- ___ CLEAN SINK WITH CLEANER
- ___ CLEAN COUNTER TOPS IN KITCHEN, BAR AND BATHROOMS
- ___ CLEAN ALL TABLES: GAME TABLES, END TABLES

- **MISCELLANEOUS CHECK LIST**
- ___ LOCK POOL SIDE DOOR(S)
- ___ LOCK DOOR TO BATHROOMS
- ___ TURN THERMOSTAT TO:
 - 65 DEGREES IN WINTER (HEAT)
 - 80 DEGREES IN SUMMER (AIR)
- ___ CLOSE ALL DRAPES
- ___ CLUBHOUSE INVENTORY ACCOUNTED FOR
- ___ LOCK MAIN DOOR
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Unit Owner's signature: _____