

Clubhouse Rental Checklist

Rental Date _____ Time _____ Renter _____ Phone _____

Pre Rental	Place a check mark to indicate acceptable or place an X if unacceptable	Post Rental
	Pick up all food, litter, trash inside and outside.	
	All trash deposited in cans on the side of the clubhouse by the pool gate.	
	All trashcans have new liners (including bathrooms). Bags are under the sink.	
	Tables and Chairs are cleaned and stacked.	
	Microwave is clean.	
	Refrigerator is clean and empty.	
	Clean and wipe down counter tops.	
	All signs and balloons removed from inside and outside the clubhouse	
	No tape, staples, thumbtacks on any walls, ceilings, etc.	
	Floors swept and mopped. Vacuum Rugs	
	Blinds closed.	
	Leave furniture as it was upon arrival.	
	Do Not Touch Thermostat.	
	Turn off all lights.	

Notes:

Call Ralph Wiseman (770) 688-6421 Or Leigh Klusovsky (770) 862-2009 with any questions or concerns.
 Leave a message if no answer!!

After your rental a BKII Representative will make an inspection. If all rules have been followed, your deposit check will be shredded.

I have inspected the clubhouse and indicated my acceptance of the condition of the clubhouse. Exceptions are noted above.

_____ Date _____ (Pre Event Signature of Homeowner) _____ Date _____ (Post Event Signature of BKII Representative)