

BARRINGTON TRACE
CLUBHOUSE RENTAL CHECK LIST & GUIDELINES

The Barrington Trace Clubhouse is here for your enjoyment. This checklist will help to assure that the next person finds the facility as enjoyable. Please take a minute to follow the recommendations provided. Observing the checklist and guidelines will help to insure a full refund of your deposit.

RENTAL CHECK LIST

CLOSING OF CLUBHOUSE: The following items must be completed prior to vacating the premises:

Restrooms

- _____ Sweep and mop floor, clean counter top
- _____ Ensure all water faucets turned off
- _____ Toilets are clean and left in same condition
- _____ Turn off lights

Kitchen

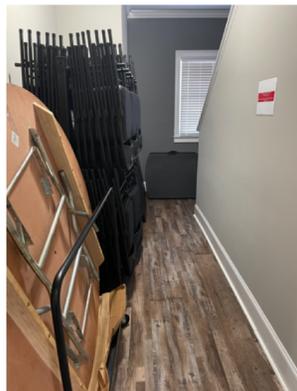
- _____ Sweep and mop floor
- _____ Clean counter top and wipe off stove
- _____ Wipe any spills in refrigerator and on the stove
- _____ Empty all trash and place trash in outside receptacles
- _____ Check water faucets
- _____ Remove all personal items from refrigerator
- _____ Ensure all appliances have been turned off – except refrigerator
- _____ Turn off lights

Main Clubhouse

- _____ Clean spilled drinks from floor (just wipe, not necessary to mop)
- _____ Empty all trash cans and place trash in outside receptacles
- _____ Return all furniture to original position inside the clubhouse
- _____ Check furniture for food particles and liquid spillage

Chairs and Tables (Carts)

- _____ Please do not move the table or chair carts out of the storage closet
- _____ Move the individual chairs and tables to the main room.
- _____ If you need assistance moving the chairs and tables, let us know
- _____ \$50; you can purchase assistance to move the tables and chairs for you
- _____ When replacing the chairs back on the rack, place them in the same direction



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BARRINGTON GUIDELINES

1. Do not tape to the walls, furniture or bar.
2. No smoking of any kind is allowed inside the clubhouse. That includes vaping and hookah.
3. Make sure you take a picture of the room so that you can put furniture back in its correct place.
4. Leave the refrigerator, stove and other appliances free of all stains and debris.
5. Make sure you take out all of your trash and place it in the receptacles on the far side of the clubhouse.
6. Leave the kitchen and bathroom in the same condition they were in prior to your rental.
7. DO NOT roll the tables and chairs out of the closet area. Bring the tables and chairs out without bringing out the cart to minimize damage to the walls.
8. If balloons go up into the ceiling you must get them down to avoid damaging the ceiling fans. If the fans are damaged, you will be liable for the damage and repair.
9. The tables and sofa must remain in the room at all times.
10. Do NOT mop the floor in the main room. If there is a spill, just wipe it up.
11. Be sure to get all of your items out of the Clubhouse, BT POA is not responsible for items left after a rental.
12. Make sure you place chairs back on stand correctly. All chairs should be facing the same way.