

Hope Valley Farms Swim & Racquet Club Cleaning Checklist for Rentals

Before leaving the facility please make certain you have returned the facility as you found it and that you have completed all of the following. Failure to comply with any or all of these instructions may result in withholding your security deposit. If you are unclear on any of these instructions, please consult the staff of HVF.

1. Return all tables and chairs to their proper homes.
2. Wipe down all counters and tabletops.
3. Empty refrigerator.
4. Empty garbage cans.
5. Vacuum carpet and hardwood floor.
6. Check deck for debris.
7. Check parking lot and grounds for any debris left by your guest.
8. Remove all signs, balloons, streamers and tape inside and outside the clubhouse.
9. Secure all trash and debris in plastic bags and put in dumpsters in lower parking lot.
10. If Fireplace was used, extinguish fire.
11. Check and secure all doors and windows.

All cleaning must be done prior to leaving

All events are to end at 11:00 pm and the premises vacated. Failure to comply with any or all of the above will result in forfeiture of security deposit. Damage to clubhouse or premises could result in additional charges.