

# FOREST CITY CLUBHOUSE GENERAL RULES AND CHECKLIST

**These guidelines must be followed in order for you to receive a deposit refund.**

**Clubhouse rental is from 8:00 AM until 11:00 PM.**

**All music must stop at 11. The Club House is located in a residential area and you are asked to keep the music and noise at a reasonable level. (Keeping front door closed helps contain sound.)**

You are given time to break down and put away all tables and chairs, clean the floor by **sweeping and mopping, and cleaning the kitchen and restrooms**. You must remove all decorations, leaving no tape, paper, etc. on the walls. You may not put tape on the floor or ceiling fans for any reason. Before leaving, **please be sure all lights, stove and gas logs are turned off, the heat/air conditioning is on a reasonable setting, all doors are closed and locked, and garbage is placed in the outside containers.**

There is an automatic sprinkler system in the yard. **DO NOT DRIVE ON THE GRASS AND DO NOT CUT THE GRASS.** Driving on the grass and/or cutting the grass will damage the sprinkler heads.

**Do not decorate fans.** Removing tape takes the finish off the fan blades.

You must follow all rules specified in your contract, paying special attention to those regarding alcoholic beverages.

The Town reserves the right to have random visits by the Forest City Police Department.

The facility will be clean when you arrive. We ask that you leave the facility clean for the group that follows you.

Remember, if you have the facility rented on the weekend, you must pick up the key on Friday before 5 pm, and return it to City Hall on Monday.

**If you pay for the facility for one day, do not assume that you can arrive the day before or take the following day for cleaning.** You have the **one day for which you have paid**. If you need additional time, you must schedule that time.

**DEPOSIT REFUNDS WILL BE MADE ONLY WHEN NOTICE OF CANCELLATION IS GIVEN AT LEAST 30 DAYS IN ADVANCE**

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**To be completed and returned to Town Hall with Club House key.**

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| All furniture returned to original position.   | Yes |
| All tables and chairs stored neatly in closet.   | Yes |
| All floors were <b>swept and mopped</b> (With clear water.)                                | Yes |
| Kitchen sinks were washed out & left clean.  | Yes |
| Kitchen counters were cleaned.   | Yes |
| All food removed from refrigerator and freezer.  | Yes |
| Bathrooms were left neat and clean with floors swept and mopped, and garbage cans emptied. | Yes |
| All decorations were removed inside and outside  | Yes |
| Garbage was placed in outside containers.  | Yes |
| All lights were turned off.  | Yes |
| Ceiling fans were turned off.  | Yes |
| Gas logs were turned off.  | Yes |
| Temperature was left on reasonable setting for the season.                                 | Yes |
| All doors were locked.   | Yes |
| Did not arrive before 8:00 am.   | Yes |
| Music stopped by 11:00 pm.   | Yes |
| Followed guidelines regarding alcohol  | Yes |

I \_\_\_\_\_, the responsible party for the function held at the Forest City Club House on (date) \_\_\_\_\_, affirm that the above is a true statement, and that upon inspection by Forest City personnel, it will be determined that I have followed the rules and regulations as provided to me by city personnel.

\_\_\_\_\_ (Signature)