

Wheatlands Metro District Clubhouse Checklist

(Any Checklist returned **48 hours after** the scheduled event will **not** be valid)

CLEAN AND WIPE DOWN ALL ITEMS THAT WERE USED (WITH THE RENTER PROVIDING THEIR OWN WIPES) AND REPLACE FURNITURE TO ORIGINAL POSITIONS AS FOUND UPON ENTRY; DO NOT USE OFFICE AND AREA BEYOND GLASS DOORS (ONLY FOR RESTROOM USE)	
NAME:	
PHONE and EMAIL:	EVENT DATE and EVENT TIME:
INTERIOR (Common Area rented):	INITIAL WHEN COMPLETED
Clean all counters, sink, microwave; clean refrigerator — inside & out/remove ALL food	
Wash dishes used; empty dishwasher; wash coffee-maker, unplug & put away	
Clean restroom sinks & toilets & sweep floors	
Replace furniture & decorative items to original position	
Sweep ENTIRE floor (mop when necessary); vacuum ALL carpets	
Clean & store 8' tables in storage closet (round tables in office area against wall)	
Clean & stack folding chairs on storage container	
Remove ALL personal decorations & tape (inside and outside)	
Empty & remove trash from premises (dumpster located in parking lot— do not throw over); Replace trash can bags, including restrooms	
Clean ALL entrance/exit/partition door glass	
OUTSIDE PERIMETER:	
Tidy up - pick-up/remove ALL trash left by your rental's attendees; patio front & back area free of debris/trash	
AS YOU LEAVE:	
Turn off ALL lights; turn off fireplace; Set thermostats @ 80 in summer & 68 in winter	
Close & lock ALL windows; confirm ALL 3 sets of doors locked (front & back of building)	
Return key FOB to lockbox	

FURNITURE COUNT: MAIN ROOM:	INITIAL ITEM(S) ACCOUNTED FOR
2 arm blue chairs; 2 long ottomans, one round coffee table and an area rug	
2 half circle tables; 2 round table top tables and 8 chairs	
1 sofa w/4 throw pillows and a blanket; 2 square seats; 2 armchairs and an area rug,	
2 decorative console tables, 1 long wooden dining table with 6 leather chairs, 1 high top table with 4 metal chairs	
23 large potted plants and 4 decorative table plants	
approximately 70 folding chairs and 10 misc. seating	
3 - 8' tables AND 6 - 72" round tables	

3 large planters and 8 throw pillows in the bench area	
1 entertainment center w/60" TV & various decorative items	
OFFICE AREA/FRONT ENTRY (NOT TO BE USED PURSUANT TO AGREEMENT):	
1 desk; 2 file cabinets; 1 office chair; 1 phone; 1 printer	
3 throw pillows AND 2 large planters	
1 small table and an area rug	
1 sofa table with various decorative items; 1 highback couch	
1 table lamps AND 1 floor lamps	

COMMENTS:

Please note: If there is severe damage done to the Clubhouse PRIOR to your scheduled event, please call 720-524-2763 (BEFORE YOUR EVENT) to time stamp your recorded message of the damage


Please mail, fax or drop off completed form to:

Aurora Family
6295 S Main St # 104, Aurora, CO 80016
(next to Massage Envy in Southlands)

Please email completed form to:
wheatlandsdistrict@denverymca.org

_____ Date

_____ Signature of User/Renter

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 *** Please take Panoramic Photo (for original positions of furniture/decorative items) ***

User Acknowledges Receipt of Wheatlands Metro District Clubhouse Checklist
(OFFICE STAFF: Please attached this portion to the rental agreement prior to the scheduled event)

_____ Date

_____ User/Renter Name (print) _____ Signature