

YACHT CLUB COVE HOMEOWNERS ASSOCIATION, INC.

CLUBHOUSE RESERVATION CHECK LIST

This check list has been prepared for the purpose of familiarizing you with the Yacht Club and aiding you in closing up the premises at the conclusion of your party. Please note the “Private Party” signs referred to in Item #15 are found in the closet.

- _____ 1. Did you close all windows and screens?
- _____ 2. Did you check all areas and chairs for smoldering smoking materials and other sources of fire?
- _____ 3. Did you fold up canvas table umbrella and lay on deck?
- _____ 4. Did you turn off the stove and close the refrigerator door?
- _____ 5. Did you tidy-up the kitchen?
- _____ 6. Did you wipe up the kitchen floor?
- _____ 7. Did you turn off all water faucets in kitchen and lavatories?
- _____ 8. Did you flush all toilets?
- _____ 9. Did you deposit all the resident trash in plastic bags and carry trash to your home for weekly pick-up services?
- _____ 10. Did you turn-off air conditioner, if used?
- _____ 11. Did you set heat back to 55 degrees when through in winter?
- _____ 12. Did you vacuum the party area?
- _____ 13. Did you wash all spots and spills from carpet and furniture?
- _____ 14. Did you turn off all inside lights?
- _____ 15. Did you return the “Private Party” sign to the closet?
- _____ 16. Did you double-check the locks on all doors before leaving the building?
- _____ 17. Did you turn off both upstairs and downstairs fans?
- _____ 18. Did you turn off deck and service road lights? (Months of December, January, February and March only).
- _____ 19. Did you take all your personal decorations?

The Yacht Club Cove Board of Directors hopes you and your guests enjoy our beautiful facilities!