



Welcome

Glad you're here!

Thank you for renting the clubhouse. Enclosed are a few items to make your event a little easier.

Attached is a sheet with phone numbers should you need anything and cleaning reminders to ensure the return of your deposit.

Please ENJOY and have a wonderful event!

Thanks.

Concord Village Management and Board of Directors!

Good
times



CLUBHOUSE CLEANING CHECKLIST REMINDER

1. Main Area

- Wipe down all tables used.
- Return all chairs and tables neatly to the storage area.
- Use broom and mop in Women's bathroom to clean floors as needed.
- Empty trash cans. 2 extra bags are provided in your welcome kit. Extra bags are located under the sink. Make sure any spills or trash in the container are wiped clean.
- All decorations are removed. Any room décor that was moved is returned to its original location. (ONLY PREHUNG HOOKS CAN BE USED FOR DECORATIONS)

2. Kitchen

- Clean-off counter tops. Handi-wipes are provided in your welcome kit, as well as a small package of disinfecting wipes. Spray cleaner is under the sink.
- Wipe down stove-top, oven, and refrigerator. All items, including ice must be removed from the refrigerator.
- Sweep/mop as needed.

3. Coffee station

- Clean the Keurig and empty any residual water from the reservoir. Dry it out to prevent mold. Remove any used K-pods or coffee grounds. Turn it off.

4. Leaving Clubhouse

- Make sure all decorations and personal items are removed. Anything left behind will be disposed of. (Charges may be incurred for removal of excessive items left.)
- Lights, ceiling fans, and AC/heat is turned off or set to appropriate seasonal settings.
- All doors are locked.
- Key is returned to the office the next business day.

5. Other Items

- Event must be over by 10 PM and clubhouse cleaned and vacated by 12 midnight.
- Please remind your guests numbered and covered parking spots are reserved. Also, to be aware of reserved spots on the streets.
- All exits must always be clear.
- The Clubhouse is rented "furnished" and none of the furniture is to be removed.
- See Clubhouse Manual left in the kitchen for any issues or concerns.

THANK YOU AND ENJOY YOUR EVENT!
OFFICE: 480-946-4271
CLUBHOUSE ATTENDANT JUSTON: 480-267-3687
EMERGENCY MAINTENANCE: 602-615-5493
NON-EMERGENCY TEMPE POLICE: 480-350-8311



GENERAL INFORMATION

The amenities of the Clubhouse provide a positive impact for all users on both a social and physical level. To ensure that we maintain this positive impact, it is necessary to have rules and guidelines. The intent is to guarantee an environment that enhances the lives of all users. These rules are not intended to diminish the positive experience but are put in place to guarantee its existence.

- Event must be over by 10 PM and clubhouse cleaned and vacated by 12 midnight.
- Please remind your guests numbered and covered parking spots are reserved. Also, to be aware of reserved spots on the streets.
- All exits must always be clear.
- Fireplace is for ambiance only, do not turn on the heat element. This may cause a fire.
- Do not use AC/Heat and leave doors open. This can damage the AC and cause costly repairs.
- Please leave our clubhouse checklist on the kitchen counter before leaving the clubhouse attendant will submit this form for return of your deposit.
- The Clubhouse is rented "furnished" and none of the furniture is to be moved or removed.
- Should you need anything or have questions please reach out to the office or clubhouse attendant if after-hours or weekends.

THANK YOU AND ENJOY YOUR EVENT!

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MAIN AREA

- Return all table and chairs to the storage closet. Make sure all table are wiped down and clean.
- There is a broom, mop, and dust mop provided in the janitorial closet of the women's restroom. Please make sure the floors are swept and mopped as needed.
- Empty both trash cans and make sure any spills or trash are cleaned from the trash can. Two bags are provided in your welcome kit. A few extra are provided under the kitchen sink. Any additional bags needed will need to be provided by the renter.
- All decorations need to be removed. All room décor needs to be returned if it was moved during your event.
- Clean the Keurig and empty any residual water from the reservoir. Dry it out to prevent mold. Remove any used K-pods or coffee grounds. Turn it off.
- Under the sink cleaning supplies are provided and labeled for use. Diluted Murphy's oil soap is already mixed with the mop as well as additional under the kitchen sink. Please do not use any other chemicals on the flooring as it may cause damage.



KITCHEN CLEANING

- Please make sure the microwave is wiped out and clean. Always cover food when using.
- Make sure oven/stove are turned off and cleaned. There is a metal pan in the oven that needs to remain when using. It is a drip pan to help the oven stay clean.
- Refrigerator needs to be completely emptied. Please do not leave food or ice behind. There may be a charge to dispose any items left.
- Wipe out the sink and make sure to run the garbage disposal for any items that may have went down the drain.
- Wipe off counters and sure all surfaces are clean.
- Under the sink cleaning supplies are provided and labeled for use. In your welcome kit you will find disposable cloths, wipes, and a sponge for cleaning.

Please make sure the kitchen is left lean for the next user.



RESTROOMS

- Empty small trash cans in women's restroom if used. Extra bags are inside the trash cans.
- Clorox wipes are provided in your welcome kit as well as under the sink. Please make sure to wipe down the restrooms as needed.
- If any paper towels or toilet paper is needed, please make sure to note it on your checklist for the attendant.



LEAVING THE CLUBHOUSE

- Make sure all decorations and personal items are removed. Anything left behind will be disposed of. (Charges may be incurred for removal of excessive items left.)
- Lights, ceiling fans, and AC/heat is turned off or set to appropriate seasonal settings.
- All doors are locked.
- Clubhouse is clean for next renter.
- Key is returned to the office the next business day.

CLUBHOUSE CLEANING CHECKLIST

1. Main Area

- Wipe down all tables used.
- Return all chairs and tables neatly to the storage area.
- Use broom and mop in Women's bathroom to clean floors as needed.
- Empty trash cans. 2 extra bags are provided in your welcome kit. Extra bags are located under the sink. Make sure any spills or trash in the container are wiped clean.
- All decorations are removed. Any room décor that was moved is returned to its original location. (ONLY PREHUNG HOOKS CAN BE USED FOR DECORATIONS)

2. Kitchen

- Clean-off counter tops. Handi-wipes are provided in your welcome kit, as well as a small package of disinfecting wipes. Spray cleaner is under the sink.
- Wipe down stove-top, oven, and refrigerator. All items, including ice must be removed from the refrigerator.
- Wash and dry any kitchen items used. Return to items to the appropriate cabinet/drawer.
- Sweep/mop as needed.

3. Coffee station

- Clean the Keurig and empty any residual water from the reservoir. Dry it out to prevent mold. Remove any used K-pods or coffee grounds.

4. Leaving Clubhouse

- Make sure all decorations and personal items are removed. Anything left behind will be disposed of. (Charges may be incurred for removal of excessive items left.)
- Lights, ceiling fans, and AC/heat is turned off.
- All doors are locked.
- Key is returned to the office the next business day.

If you encounter problems, you may contact the clubhouse attendant during reasonable hours at:

- Cleaning supplies are located in the storage closet and under the kitchen sink. After use, please return these items to their proper location.
- Paper products and tall kitchen bags are located in lower kitchen cabinets or under sink.

If these items are not completed, you will forfeit your entire deposit.

Please note that this list is not all inclusive and if there are other items which must be cleaned or repaired as related to your use of the clubhouse, there could be deductions for those items as well. Further, if cleaning or damages exceed the deposit amount, additional charges will be assessed.

THANK YOU AND ENJOY YOUR EVENT!