

**Private Rental Order**  
**Schedule 3 to Rental Reservation Request Form**  
**Pre-Inspection & Post Inspection Event Checklist**

EVENT DATE:

MEMBER NAME:

*The Association staff inspecting the facilities before and after an event must fill out the following 14 item checklist and indicate by one check mark for either (i) "acceptable condition" or (ii) "see notes". If "See notes" is checked for a particular item, notes must be included at the bottom of the form for additional explanation, if necessary. Pictures may also be attached to the form for further demonstration of conditions that are also described in the notes as long as the item number that the photo belongs to is also identified*

Item	Pre-Inspection	Description	Post-Inspection
1.	Acceptable OR See Notes	Verify that any third-party vendor used on the rented premises has provided insurance limits and named the Association as "Additional Insured" on vendor's insurance policies and provided evidence in writing to Association staff as soon as possible after the Reservation is made and before the day of the event.	Acceptable OR See Notes
2.	Acceptable OR See Notes	Verify the table (by table type) and chair count for any tables and chairs that are reserved for use and supplied by the Association (prior to and following the private event).	Acceptable OR See Notes
3.	Acceptable OR See Notes	All outside equipment supplied, outside furniture and decorations including adhesives must be removed and disposed of.	Acceptable OR See Notes
4.	Acceptable OR See Notes	<b><u>All trash (including but not limited to any trash that may have been carried by the winds offsite and any trash in on-site trash receptacles used by the private event) is to be bagged in plastic bags, removed and disposed of offsite (unless on on-site dumpster is made available for such purposes, and the dumpster is not already full- Do not leave trash outside of any on-site dumpster).</u></b> Any onsite outdoor trash cans located at a Community Facility may not be used (except for the purposes to transport trash from the event location premises to an onsite dumpster, if provided onsite). All trash must be emptied into any available on-site dumpster (if any) or disposed of by the Member (renter) at its expense offsite following the event upon exiting the Community Facility.	Acceptable OR See Notes
5.	Acceptable OR See Notes	Sweep and mop all floors (i.e., including but not limited to kitchen floor, clubhouse, bathroom). All spills and stains should be cleaned and removed.	Acceptable OR See Notes

Item	Pre-Inspection	Description	Post-Inspection
6.	Acceptable OR See Notes	All tables, chairs and cushions to be cleaned and disinfected (cleaning supplies provided). All spills and stains should be cleaned and removed. Any spills or stains which cannot be removed must be identified to the Association by the renter.	Acceptable OR See Notes
7.	Acceptable OR See Notes	Kitchen countertops, sinks, ice machines, ovens, microwaves, dishwashers, and refrigerator must be left clean (inside and outside) and completely emptied. All appliance doors must be in a fully closed position (including refrigerator and any freezers or ice machines). All spills and stains should be cleaned and removed from all equipment, floors and counters.	Acceptable OR See Notes
8.	Acceptable OR See Notes	Association tables, chairs, cushions and all furniture (including patio furniture and pool furniture) must be restored to the original set up (or properly organized and stored as required by the Association).	Acceptable OR See Notes
9.	Acceptable OR See Notes	Number and type of undamaged tables & chairs checked out and checked in for event.  Chairs Tables (Shape & Size: _____ ) Tables (Shape & Size: _____ ) Tables (Shape & Size: _____ )	Acceptable OR See Notes
10.	Acceptable OR See Notes	All counters need to be wiped down and sanitized. All sinks and sink drains and floor drains need to be cleared of debris, unclogged and cleaned. All toilets need to be flushed, cleared and cleaned in the bathrooms.	Acceptable OR See Notes
11.	Acceptable OR See Notes	Sweep up and remove stains from all exterior porches, patios and paved surfaces used for the event and dispose of any debris.	Acceptable OR See Notes
12.	Acceptable OR See Notes	Report any visible or experienced maintenance problems (i.e. lightbulbs burned out, water leaks, cooling and/or heating problems, bathroom issues, door latch failures, stains that cannot be removed, damage that is in need of repair) to Association staff.	Acceptable OR See Notes

Item	Pre-Inspection	Description	Post-Inspection
13.	Acceptable OR See Notes	Turn off lights, ceiling fans, water faucets and any equipment. Return all thermostats to the proper settings if manually adjusted by the Member (renter). All spills and stains (inside or outside) should be cleaned and removed from all surfaces.	Acceptable OR See Notes
14.	Acceptable OR See Notes	Failure to properly secure the building and/or lock up (as required by the Association staff's requirements) will forfeit the renter's return of the Deposit.	Acceptable OR See Notes

**ASSOCIATION STAFF NOTES, PHOTOS, COMMENTS AND OBSERVATIONS:**

PRE-EVENT:

**ASSOCIATION STAFF NOTES, COMMENTS, OBSERVATIONS AND PHOTOS IF ANY:**

PRE-EVENT PHOTOS:

Item No.	Item No.
Item No.	Item No.
Item No.	Item No.

**ASSOCIATION STAFF NOTES, COMMENTS, OBSERVATIONS AND PHOTOS IF ANY:**

POST-EVENT:

**ASSOCIATION STAFF NOTES, COMMENTS, OBSERVATIONS AND PHOTOS IF ANY:**

POST-EVENT PHOTOS:

Item No.	Item No.
Item No.	Item No.
Item No.	Item No.