# C:\Users\jill.tyler\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UP5Y3F6H\dglxasset[1].aspx Beaver Glen Clubhouse Regulations C:\Users\jill.tyler\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UP5Y3F6H\dglxasset[1].aspx

The following regulations MUST be followed and completed in their entirety or you risk forfeiture of your entire deposit.

***1) Table top decorations ONLY!***

No decorations will be permitted to be taped, glued or adhered in any fashion to walls, windows, ceiling fans, door frames, window frames, etc.

***2) Kitchen and bathroom floors must be mopped!***

Floors must be mopped and due to the finish on the new vinyl, ONLY a solution of vinegar and water (1/2 c. vinegar/ 3 gallons hot water) will be permitted to clean the floors.

***3) Main floor must be vacuumed, second and third floors swept and mopped if used.***

 A vacuum, dust buster, and mops are provided for your use. Please check and empty the bins in the dust buster and vacuum after use. If spills on carpet should occur, please clean with a vinegar and water solution (no soap products!) Spray spills with solution and blot with a clean dry cloth.

***4) All tabletops and counter tops must be cleaned and fingerprint free***

Cleaning supplies are provided, however in the event these supplies run out, it is still YOUR responsibility to ensure that all areas are clean and in good repair. Please report any outages to Cynthia Williams so that she may replace items before the next rental.

***5) All Garbage must be emptied and placed in the big green cans outside the Recreation Center***

You will be provided with 2 garbage bags large enough to fit the kitchen can. You will be responsible for providing any additional bags. Please make sure garbage downstairs and both bathrooms are emptied as well!

***6) Remove any leftover items from the refrigerator and wipe down the interior and exterior if used.***

***7) All furniture must be returned to its original position.***

If you must move furniture to better accommodate your function, YOU are responsible for returning the furniture to its original position. ***PLEASE DO NOT DRAG FURNITURE ACROSS THE VINYL FLOOR!*** If it must be moved you must pick it up to move it. Any damage to the vinyl will forfeit your deposit.

***8) A checklist inventory of all clubhouse items will be provided to you.***

The checklist will be reviewed with you upon inspection. ***Any damaged or missing items will result in a forfeiture of your security deposit.***

***9) Do not turn the central heat and air system off!*** Set heat to 65 degrees and air conditioning to 75 degrees.