☐ INITIAL

OAK RIDGE VILLAGE
CLUBHOUSE RENTAL INSTRUCTIONS/ RULES

Key Pad and door knob have to be opened at the same time in order to open. Press the inside Exit key pad to go out.   Be sure you have your pool card with you at all times.

☐ 1.   All tables need to be covered with tablecloths

☐ 2.   Wipe tables and chairs before they are stored. Please see storing diagram inside the closet.

☐ 3.   Make sure the last chair on each rack is not used.   It is easier to store the rest back on the proper slot.

☐ 4.   Remove the trash from the two trash cans and replace the bag liners. If the Homeowner is cleaning, the trash has to   be taken out away from the premises.   During Pool off season the trash from the bathrooms has to be taken out and the liners replaced.

☐ 5.   No tape on windows and walls are allowed and items can only be hung on cork boards. No tape or hanging any items on ceiling fans. No glitter is allowed.

☐ 6.   Make sure lights are all off on the outside of the building and inside as well. **Note: Be sure to turn off the front porch lights if they have been turn on from the inside clubhouse switch**

☐ 7.   The floors have to be swept and mopped .Use only plain water.   The mop and bucket need to be placed back where they belong. Mop hung on the back fence of the patio area and bucket stored in the supply closet.

☐ 8.   Make sure the doors to access the restroom, supply room, patio area and storage room are locked after the event and before leaving. Do Not Lock the Door leading to the Patio by the restroom area.

☐ 9.   To turn on and off the air/heat, directions are on the control. It can be found next to the closet door where the tables and chairs are stored.   Be sure to turn off the unit.

☐ 10. Instruction for the key to open supply room and closet door will be given to Homeowner before the rental date.   Please place the key back before you leave.

☐ 11. Do not give access to swimmers from the clubhouse to the pool.   They must use the Pool Gate.

If you have further questions, please contact the volunteer that is assigned to help you.

PLEASE SIGN BELOW AND INITIAL EACH BOX TO CERTIFYING THAT ALL 11 ITEMS HAVE BEEN DONE.

NAME OF LESSEE:_____   DATE:_____

 INITIAL