

**Knox Square Clubhouse  
Post Rental Checklist**

**Renter:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

- Clean Countertops, Refrigerator, oven and microwave, table and chairs
- Clean grill rack with grill brush or foil
- Sweep and mop the floors
- Clean windows and doors inside the clubhouse if necessary
- Windows and Doors locked
- Empty all trash. All trash must be bagged and put into Clubhouse garbage containers.
- Turn off lights (inside, outside and bathrooms) and fans
- If you have rented tables, chairs, tents etc., these items should be stacked neatly to be picked up the next business day prior to 10am.

***These items are very important to ensure the Clubhouse is ready for the next scheduled event.***

It is the responsibility of Renter to insure these items are strictly followed and the clubhouse is clean, all trash bagged, put in the dumpster/ garbage can and damage free. A satisfactory post-inspection by management will result in a refund of your deposit. Otherwise, you will be notified that your deposit will be used to pay for any additional cleaning or damage repair.

**Notes**

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