

Clubhouse Rules

- No running, throwing objects or rough housing in clubhouse or on deck
- **Do not tamper with the clubhouse thermostat unless prior approval by CHRC Board**
- No smoking in the clubhouse or on the deck and pool area
- Report any preexisting damage on the premises to Clubhouse manager/CHRC Board
- Do not place tables, chairs, cradles directly against walls.

Clubhouse Closing/ Checkout Procedure

- If furniture is moved, please return it to its original space
- Remove all personal decorations and food setups
- Make sure all lights and fans are turned off (Including the bathrooms downstairs)
- Sweep all wooden floors and linoleum floors behind the bar
- Vacuum carpeted area
- Close blinds on all the windows
- Take out trash and place in outside dumpster. Replace trash bags in cans
- Clean out refrigerator and freezer
- Wipe off tables, chairs, bar, countertops and sink
- Pick up all litter/debris in areas used (hall, restrooms, deck (pool area if rented))
- Make sure no candles are lit
- Close and lock all doors and windows
- Make sure all fireplace fires are properly and completely extinguished
- Fold chairs and tables and stack in cradles and storage racks where they were found
- If there is equipment or supplies remaining on the premises after the function, the manager/CHRC Board must clearly understand arrangement for removal
- Return key to Cardinal Hill Clubhouse manager or CHRC Board member.