

Ocean Sands Clubhouse Resident Rental Post-Event Cleaning Requirements

Ocean Sands requires that each resident renter follow the below practice when using the clubhouse:

"Carry in - Carry Out"

- Please remove ALL items including food, paper goods and "TRASH" before locking the Clubhouse.
 - Trash must be transported to the trash and recycle dumpsters. Do not leave it inside or outside the clubhouse.
 - We cannot accept any leftover goods or food from your event. Please take it home with you.

Kitchen:

- Scour sinks and wipe all water off sink areas
- Wet wipe and dry counters & range top
- Wet wipe ALL spills includes those in the refrigerators
- Sweep floor (wet mop all spills) *** Only use a small amount of Dawn & clear water
- Return air conditioner setting to 80 degrees (June, July, August)
- Turn off lights
- Return any utensils or equipment to proper cabinet, drawer or closet
- Take all used kitchen towels or wipes home to launder & return
- Lock kitchen & closet doors (enter code & hit lock symbol)

Main Room:

- Sweep entire floor (wet mop all spills)
- Wet wipe and dry all tables (chairs & chair pads if necessary)
- Return tables to the location they were in when you entered the clubhouse
- Turn off lights, fans, & TV
- Close all windows (if applicable) and lock all doors

Our clubhouse has gone through an extensive renovation and is to be enjoyed by all our residents. Please notify guests of the clubhouse rules.

Please **DO NOT** hang ANYTHING on the walls, fans or ceiling.
Please **NO** tape, pins, string, or staples.

ALL TABLES & CHAIRS MUST REMAIN INSIDE THE BUILDING

The clubhouse will be reviewed after your event and you will be notified if it meets the above requirements. If it is determined that it does not meet all requirements, you will be given the opportunity to correct the problem areas. If not corrected, the Auxiliary reserved the right to charge an additional cleaning fee.