

Cuerno Verde Owners Association

Clubhouse Use Agreement and Checklist

Requested date of Clubhouse Use _____ Today's Date _____

Event title _____ Number attending _____ (Max. 100)

Owner's name (print) _____ Best Contact phone _____

Address _____

Lot _____ Block _____ Filing _____

The clubhouse will be inspected following each use. **All damage, repair, replacement and necessary cleaning will be billed to owner.** If owner/user finds anything out of order when arriving, please notify a member of the Social Committee or of the Board of Directors.

Please refer to the following checklist and inventory list.

1. **Clean** all tables and chairs used. If moved, please put back in original locations.
2. **Vacuum** carpets, sweep or **mop** all other floors. If the dance floor is used, please sweep or dust mop and mop with Murphy Oil Soap.
3. **Restrooms:** Clean sinks and toilets. Empty waste baskets, one in men's and three in women's. Mop floor if necessary. Check faucets making sure they are turned completely off as well as lights and exhaust fans.
4. There are four heat zones in the clubhouse: main room, bar, ladies restroom and dining room. **Thermostats** may be temporarily reset, but please return all thermostats to default settings.
5. **Kitchen:** please do not place any tables, etc on the kitchen floor. If the dishwasher is used, put dishes away when they are done. Return all utensils, pots and pans in proper drawer or cabinet. Unplug coffee pot and clean after use. Leave all dish towels and cleaning rags in gold tub next to the refrigerator. Mop floor if necessary.
6. **Pool tables:** When finished playing, distribute balls evenly in pockets and replace cover.
7. If **decorations** are used, please remove all staples and tape. Please do not use nails.
8. Empty all **waste** baskets. User is responsible for proper offsite disposal of waste.

I hereby agree to comply with all the guidelines and rules for use of the clubhouse as stated in the handbook, the use agreement and the attached clubhouse use guidelines.

Signature _____

Checks in the amount of \$200 may be made out to CVOA, PO Box 116, Westcliffe, CO 81252.