

Southwood Clubhouse Rules

All rentals end at 10pm, this means it must be cleaned up and doors locked by 10pm.

Please keep noise to a minimum after 8pm, residents live right next door to the clubhouse on all sides and shouldn't have to put up with noise after that time. It has been abused before and any complaints from residents will be taken seriously.

Decorating

Do not use staples, thumbtacks, or nails. Use only masking tape. You will be charged to repaint any damaged walls. Do not use confetti or glitter, it takes weeks to get it completely cleaned up.

Avoiding Damage

Moving furniture is discouraged, but if furniture must be moved please carry it. Do not slide it as it will scratch the floor.

Use hot pads on counter tops and other surfaces for hot items

Do not place kegs of beer on the carpet

Cleaning Guidelines

Cleaning rules are posted and are given at check in. If cleaning is not done according to those rules you will be notified and given the opportunity to finish if time allows. If there is another rental right after yours, the full damage and cleaning deposit will be kept.

You will be charged for any damage to the clubhouse, its contents or grounds, that occur during your rental time. If you do not return the keys, you still have possession of the clubhouse. Keys need to be returned immediately after you have completed the cleaning checklist.

Close all windows, open all blinds, turn off all lights and fans, secure front and back doors before leaving.
The fire place is non-functional.

Cleaning Checklist

- Clean table tops before putting them away
- Stack tables bottom to bottom and top to top
- Put away chairs after wiping them off
- Wipe down all counter tops, coffee tables, and end tables and return furniture to the positions they were in
- Empty trash containers in the serving area, kitchen, and bathroom
 - Please do not drag leaking bags out the back door to the dumpster, take the entire can outside to empty it
- Remove all decorations
- Remove food and ice from the refrigerator, and wipe it down
- Mop all non-carpeted floors with lukewarm water only, including the bathroom. Change the water frequently to prevent streaking. Pour dirty water into the toilet. Mopping is mandatory or money will be withheld
- Black heel marks can be removed from the floors using panty hose in the cleaning closet
- Vacuum carpeted room, entry rug, and under furniture cushions, empty vacuum dirt container
- Wipe down appliances, including the microwave, as well as the kitchen sink and faucet
- Wipe down the bathroom sink, faucet, mirror, and clean toilet
- Pick up all trash from parking lot and playground. This includes cigarette butts from outside the entryway in the planter
- Turn off all lights and fans, make sure all blinds are open
- Make sure front and back doors are securely locked
- **Any corrugated cardboard boxes must be taken with you. They are no longer allowed in the regular trash per Lincoln's recycling rules**

Rental Agreement
Southwood Neighborhood Association
Clubhouse

Date: _____

☐ Resident ☐ Non-Resident

Rental Rate: _____

Date Reserved: _____

Amount Received: _____

Deposit: _____ ☐ Cash ☐ Check

Name: _____

Address: _____

Phone: _____

I, _____ agree to rent the clubhouse and will pay the \$ _____
rental fee plus the \$ _____ refundable breakage and cleaning deposit. I also agree to have
the clubhouse clean and locked up by 10pm.

I further agree that the accompanying conditions for use of the clubhouse will be met and that any discrepancy in the condition will result in the forfeiture of all or part of the deposit listed above. If any furniture or fixtures are damaged the renter agrees to make full restitution. A sheet of rules is given at the time the key is obtained.

Signature of Renter

Initial here for receipt of rules and cleaning check list: _____