

BEFORE YOU LEAVE

Trash and recyclables:

Please note that **all** kitchen and restroom trash must be removed to the Ducks Disposal receptacles behind the clubhouse immediately after the end of your event. No trash may be left inside the clubhouse overnight or outside in the breezeway. There is a large trashcan in the breezeway next to the recycle containers that you may use for additional kitchen trash. It too must be emptied into a Ducks Disposal bin. The recycle bins for cans and bottles are there for your use as well.

Please return all furniture to its original position near the fireplace. Wipe off tables and folding chairs and return them to the storage room.

Please wipe up spills from kitchen counters, sink, stove, etc. If you need them, dust mops and brooms are in the small closet to the right of the thermostat. Wet mop and bucket are in the storage room closet.

Remove all personal items and don't forget your food in the refrigerator.

Heat should be turned down to 55 in the winter. Air conditioning should be set at 85 in summer.

Lock all French doors from the inside. Remember to lock **all 4** restroom doors and be sure the door to the storage room is closed and locked.

Turn off all lights - see separate page on lights.

Double lock the main door. Have a pull on all the French doors to make sure that they did lock.

Lock the gate[s] and return the keys to the lock box. Turn the number dial to 0000 and **CLOSE THE COVER ON THE LOCKBOX**. Fee for lost keys is \$75.00

THANK YOU !

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