

DANCING WILLOWS CLUBHOUSE

USE INSTRUCTIONS

This information is being provided to acquaint you with the Dancing Willows Clubhouse and assist you with your use of the space. Maximum capacity is 92.

1. The **front door** is to remain unlocked during all events. Upon leaving the Clubhouse, the door must be locked from the outside with the key. Check that the door will not open – note that even when locked the handle will turn.
2. There are two (2) **thermostats** in the Clubhouse. One to the right of the kitchen, the other to the right and around the corner of the Men's bathroom door. They are to be set at 80 for Cool and 60 for Heat when the room is not being occupied. Be sure they are returned to these settings when event is completed. Keep all doors closed when cooling or heating the Clubhouse.
3. **Lights and fans** are operated in the following manner:
 - a. Upon entering the Clubhouse there are 2 switches to the right of the front door. The left hand switch operates the ceiling fans in the great room. The right hand switch operates the overhead lights. This is normally the only switch needed except for the lights in the kitchen area.
 - b. The fans and lights are also controlled by switches behind the left door in the utility room, adjacent to the Men's bathroom door. These do not normally need to be used since the switches in the entry way will accomplish the same thing.
 - c. The kitchen lights are controlled by the two switches to the left of the door to the storage/pantry room and above the counter. To operate these switches just press each button quickly and release. The lights will slowly turn on or off.
 - d. When leaving the Clubhouse, the kitchen lights must be turned off as they were turned on (see c above). The rest of the lights and fans will be shut off using the switches next to the front door. The fireplace needs to be turned off separately.
4. The **fireplace** on/off switch is located to the right of the fireplace. Be patient – there is a delay while the gas line fills with gas.
5. A **warming cabinet** is in the room adjacent to the kitchen. It can reach temperatures as high as 195 degrees. The outside surfaces will also get hot. Bring oven mitts if you are going to use the cabinet. Do not put anything that might melt on the top.
6. All **trash** must be removed at the end of your event. This includes bathrooms. If trash cans have residue in them after trash bags have been removed, wash them out to prevent odor and pests. There is no trash pick-up at the Clubhouse, so all trash must be removed by the user. Extra bags are in the storage closet near the kitchen.
7. Take out everything you brought in, including plates, napkins, cups, and decorations.
8. For cleanup, dishwashing soaps, detergents and paper towels are under the kitchen sink.

9. The kitchen area is to be left clean – sink and counter tops wiped down. Run disposal to clear any residue.
10. All tables and chairs must be wiped off and left clean at the end of the event. Return all furniture to original positions.
11. Refrigerator and freezer are to be completely empty and wiped down inside. Use stainless cleaner (located under the kitchen sink) on the outside as needed. Clean warming cabinet and trays.
12. Sweep floors and vacuum carpet and tile. Clean up any spills/spots on the carpet. Use Swifter Wet on tile floors. The Swifter Wet can be found in the storage closet near the kitchen.
13. Restock bathrooms with paper products. These are in the storage closet near the kitchen. The key for the towel dispenser is kept in the top of the wall unit in the Women's bathroom. Please replace it to this location. Fill the soap containers from the supply in the storage closet.
14. Close all window blinds on the West and South sides of the building to conserve heating or cooling of the room.

Questions or concerns e-mail DWCHrental@gmail.com.

Please leave the Clubhouse in excellent condition for the next user and preserve this fine amenity in our community.

Dancing Willows Clubhouse – End of Use Checklist*

Please leave the Clubhouse in excellent condition for the next user and preserve this fine amenity in our community.

Cleaning Supplies, paper towels, bathroom supplies, vacuum and mopping supplies are available in the supply closet and under the sink.

PLEASE CHECK ITEMS WHEN DONE. DROP COMPLETED CHECKLIST IN BOX BY DOOR.

- _____ Remove all trash at the end of your event, including from bathrooms. If trash cans have residue in them after trash bags have been removed, wash them out to prevent odor and pests. There is no trash pick-up at the Clubhouse, so all trash must be removed by the user. Extra bags are in the storage closet near the kitchen.
- _____ Wipe down kitchen sink and counter tops. Run disposal to clear any residue.
- _____ Clean warming cabinet and make sure it is turned off.
- _____ Wipe off all tables and chairs. Return all furniture to its original position.
- _____ Empty and wipe down inside and outside of refrigerator and freezer. Use stainless cleaner (located under the kitchen sink) on the outside as needed.
- _____ Sweep floors and vacuum carpet and tile. Clean up any spills/spots on the carpet.
- _____ Use Swifter Wet on tile floors. The Swifter Wet can be found in the storage closet near the kitchen.
- _____ Restock bathrooms with paper products. These are in the storage closet near the kitchen. The key for the towel dispenser is kept in the top of the wall unit in the Women's bathroom. Please replace it to this location. Fill the soap containers from the supply in the storage closet.
- _____ Close all window blinds on the West and South sides of the building to conserve heating or cooling of the room.
- _____ Turn off fireplace. Set thermostats to 60 deg (heat), 80 deg (cool). Turn off all lights.
- _____ Upon leaving the Clubhouse, lock door from the outside and return the key to the lock box.

Check that the door will not open – even when locked the handle will turn.

Name: _____ **Rental Date:** _____