

FOUR SEASONS CLUBHOUSE RULES

RESERVATION FEE AND CLEANING DEPOSITS

- All FSHOA dues and assessments must be current.
- \$20.00 cash/check non-refundable usage fee for each date reserved
- \$50.00 cash/check cleaning deposit due at time of reservation to secure the requested date. This deposit is refundable upon return of key and satisfactory cleaning inspection.
- Contact Clubhouse Director (call or email fourseasons.clubhouse@yahoo.com) if you need to cancel or reschedule your reservation.

ARRIVAL AND SET-UP

- Report any damage or unclean conditions to the Clubhouse Director.
- Use track board with thumb tacks or push pins to hang decorations.
- No decorations may be applied to light fixtures or any other surfaces.
- No adhesive tape allowed, including masking, double-sided, duct, or electric tape.
- No tape on the hardwood floors!
- No smoking inside.

REQUIREMENTS DURING EVENT

- The reserving homeowner/renter must be present during the event.
- Please keep noise to a minimum and be considerate of our neighbors.
- Noise after 10:00 P.M. is not permitted.
- Clubhouse must be vacated by midnight.

CLEANING INSTRUCTIONS

- Clubhouse must be returned to clean condition.
- No garbage may be left on the grounds - remove all garbage and take with you (bathrooms too).
- Reline kitchen and bathroom cans with liners (liners are under kitchen sink).
- Remove all decorations and all food.
- Clean oven, stovetop, refrigerator and counters (supplies under sink).
- Wipe down tables and chairs.
- Clean restrooms toilets, sinks and counters.
- Lock door between clubhouse and restrooms.
- Sweep upstairs and downstairs.
- Sweep and clean deck.
- Use swifter wet-ones for upstairs and bathrooms (in the kitchen pantry).
- Turn thermostat down to 60 degrees & set to auto.
- Turn off all lights & lock all doors.

HAVE A WONDERFUL TIME!!