

RIVERTOWN PARK MASTER ASSOCIATION CLUBHOUSE POST-EVENT CLEANUP CHECKLIST

Please complete all items before leaving the clubhouse.

- ☐ All personal belongings, leftover food, decorations, and event materials removed.
- ☐ All trash placed in provided receptacles and taken to the designated dumpster.
- ☐ All tabletops, counters, and appliances wiped clean and free of spills or food.
- ☐ Furniture returned to its original location.
- ☐ No items left behind by caterers, vendors, guests, or the rental party.
- ☐ Sink emptied and wiped clean.
- ☐ Stove, microwave, and refrigerator cleaned, if used.
- ☐ All applicable lights and appliances turned off.
- ☐ Large debris picked up and all visible spills cleaned.
- ☐ No damage to walls, floors, furniture, or other Association property - do not drag furniture.
- ☐ All windows closed and secured.
- ☐ All exterior doors closed, locked, and secured.
- ☐ No tape, nails, staples, tacks, or other damaging materials used on walls or fixtures.
- ☐ No confetti, glitter, rice, birdseed, or similar materials left inside or outside.
- ☐ All candles removed and no wax residue left behind.
- ☐ No personal or event-related items remain in or around the clubhouse.

FRONT DOOR ACCESS DURING YOUR EVENT

For an approved clubhouse rental, the front entrance may be temporarily unlocked while your event is in progress.

The Allen wrench used to unlock the front entrance is located in the kitchen, in the upper cabinet on the right side, behind the first cabinet door.

- Use the Allen wrench only for the front entrance during your approved rental.
- **Do not prop open exterior doors.**
- Return the Allen wrench to its designated location after use.
- **Relock the front entrance and verify that the door is secure when your event ends.**

IMPORTANT REMINDERS

- Smoking and vaping are prohibited inside the clubhouse.
- No smoking within 150 feet of any clubhouse entrance.
- Rental guests are limited to the authorized main-floor clubhouse areas and upper deck.
- A clubhouse rental does not provide guests with access to the pool, spa, Fitness Center, lower level, or other Master Association amenities.
- Rivertown Park residents may pass through designated portions of the main floor to access other Master Association amenities that remain open.
- Parking lots, parking spaces, driveways, and roadways are for vehicle parking and access only. No games, recreational activities, event setup, or blocking/closing of these areas is permitted without prior Master Association approval. Driveways and emergency access must remain open at all times.

SECURITY DEPOSIT NOTICE

Failure to complete required cleanup, return the facility to an acceptable condition, or properly secure the clubhouse may result in loss of all or part of the security deposit and responsibility for additional cleaning, repair, security, or other costs.