



# LAKE TELEMAR COMMUNITY CLUB FINAL RENTAL CHECKLIST

As per the contract for renting the Lake Telemark Community Club, the facility will be inspected for cleanliness and damage post event. During final inspection, if conditions of this contract/checklist are met, the security deposit will be returned within 48 hours. If conditions are unsatisfactory as deemed by a Lake Telemark Community Club representative, Lake Telemark Community Club reserves the right to deduct appropriate charges from the security deposit for damages, loss, or additional cleaning. **PLEASE NOTE IF A PROFESSIONAL CLEANING SERVICE IS REQUIRED POST INSPECTION THE FULL SECURITY DEPOSIT WILL BE HELD.**

## Final Inspection Checklist

- All tables and chairs have been cleaned and put away in the designated areas.  
(DO NOT STACK CHAIRS. Do not drag tables or chairs across the room or dance floor)
- All rugs are vacuumed including the staircase.
- Empty vacuum cleaner.
- All hardwood/tile floors and the bathrooms are swept and mopped.  
(The Swiffer is located in the upstairs closet)
- All countertops and sinks including the bathroom are cleaned and empty.
- All windows are closed and locked.
- All decorations are removed without damage.  
(Reminder NO push pins, staples, tacks or tape are to be used on the walls)
- All recycling and garbage are taken outside and placed in the proper dumpsters.
- Heat is set to 55 degrees / air conditioning is turned off.
- All lights have been turned off.

If any problems are encountered during the rental or something is found damaged, it is the responsibility of the renter to notify the Lake Telemark Community Club rental director immediately. Failure to do so will result in the renter being responsible for damages. Failure to complete and return this form to the Lake Telemark Community Club rental director at the conclusion of the event will forfeit the security deposit.

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Renter's Name: \_\_\_\_\_ Renter's Signature: \_\_\_\_\_

### FINAL INSPECTION

PASS

FAIL - REASON: \_\_\_\_\_

LTTC Representative who Performed the Final Inspection: \_\_\_\_\_

Date & Time the Final Inspection was Completed: \_\_\_\_\_