

Covington Point Homeowners Association, Inc.

500 Covington Point Drive ~ Covington, LA 70433

Clubhouse Post Rental Checklist

Please be reminded that the rental of the Clubhouse is strictly limited to its **indoor** facilities.

Access to the recreational space behind the clubhouse, including the tennis/basketball court, pool, swings, etc. is not permitted for attendees of your event. Additionally, it is imperative to ensure that children are supervised at all times and are never allowed in the back area of the clubhouse without adult supervision.

Kitchen

- Oven and Microwaves clean inside and out _____
- Refrigerator Clean and Empty (wipe down inside and out) _____
- Countertops, sink and garbage disposal clean _____

Bathrooms

- All debris, trash, etc. removed _____
- Place clean trash bags in cans _____
- Extra roll of toilet paper on top of toilet tanks (in hall closet) _____

Clubhouse

- Sweep all floors, including kitchen, bathrooms, and hallway (dust mop and broom in the kitchen locker) _____
- Mops all floors, including kitchen, bathrooms, and hallway (supplies in kitchen locker) _____
- Tables and Chairs cleaned and stacked against east (fireplace) wall (if you remove anything from clubhouse, return it)
 - Tables – (4) round, (3) 8 ft., (1) 6 ft, (1) 5 ft. _____
 - Chairs – 32 white _____
- All signs, balloons, and decorations removed (inside & out) _____
- Remove all trash and put fresh trash bag in cans (including bathroom trash cans) _____
- Vacuum rugs (including bathroom hallway and outside front door) _____
- No food, litter, or trash left anywhere (inside & out) _____
- Set thermostats to AUTO and the following temps:
 - SUMMER: COOL @ 80 degrees _____
 - WINTER: HEAT @ 65 degrees _____
- Blinds OPEN on back windows _____

(see reverse side to continue)

General

- Remove any signage posted at the entrances or throughout the neighborhood directing guests to your function _____
- Smoking is not permitted within 25 feet of the clubhouse. If event guests have smoked and dropped cigarette butts in the grass or parking lot, please pick up. _____
- DOORS:
 - DO NOT LOCK DEADBOLT ON FRONT DOOR - ONLY BOTTOM LOCK
 - DO NOT LOCK EXTERIOR DOOR FROM BATHROOMS TO THE POOL
 - BE SURE DOOR TO HALLWAY/RESTROOMS IS LOCKED_____
- Leave rental card key in top kitchen drawer with signed checklist
 - \$50 charge for lost key
 - Text your point of contact to advise that you are about to lock up and leave_____
- ALL trash placed in the outdoor trash cans (located on the side of the building behind the wooden gate - text/call your contact if you cannot find it) _____

Rules

- ☒ Use of tape, thumb tacks, or any other materials to hang decor that causes damage to surfaces will result in the loss of your deposit.
- ☒ Failure to complete the above checklist will result in the loss of your deposit.
- ☒ After your rental, a CPHA representative will make an inspection. If all rules have been followed, your deposit check will be returned/shredded within 10 business days.
- ☒ Be sure to initial all items on this checklist and sign below to acknowledge that you have completed this checklist and have abided by the rental agreement and rules associated with it.

(Name of Renter)

(Date)

(Signature of Renter)

(Post Event Signature of CPHA Rep)

(Date)

→Text your point of contact to advise that you are about to lock up and leave:

(Rhonda Maumus 985-264-3300 or Sheila Agent 504-250-6560←