



## ***OAKWIND HOA – Clubhouse Reservations***

### **RETURN THIS FORM TO:**

Stephanie Szczepkowski, Oakwind Events Committee

6233 Windflower Drive

Powder Springs, GA 30127

TEL: 770-528-9969    clubhouse@oakwindhoa.com

Complete the forms (keep one for your files) and return one signed copy of this form along with two checks to the chairperson listed above -- **Checks are payable to: Oakwind HOA**

- Include one check in the amount of \$50 for the cleaning fee
- Include one check in the amount of \$200 for the security deposit.

**CIRCLE ONE:**            Shred checks after rental if all is in order            Return checks to homeowner after rental

It is expected that the clubhouse will be completely cleaned up as outlined below. Checks will be held until after the rental date. Homeowners will forfeit the cleaning deposit should any areas be improperly cleaned, and a portion of the security deposit may also be forfeited. Please return the Clubhouse Use Checklist with your keys to the clubhouse chairperson.

NOTE: Homeowners need to provide their own cleaning supplies to complete the following requirements:

- Clean all the glass on doors inside and out.
- The brick floor needs to be wet cleaned, not just swept.
- Carpets must be vacuumed.
- Refrigerator and freezer must be emptied and wiped clean.
- Countertops and sink need to be wiped clean.
- All lights and fans (including patio) must be turned off.
- Please reset thermostat. (to \_\_\_\_\_ during the months of \_\_\_\_\_ and \_\_\_\_\_ during the months of \_\_\_\_\_)

If anything is not in working order or you have any questions or issues, please contact one of the events committee members at clubhouse@oakwindhoa.com.

**If renting an inflatable or other recreational device for your event, the company providing the device must provide a certificate of insurance listing Oakwind Homeowners Association as an additional insured party.**

**Everything on this list must be completed to get your \$50 cleaning fee returned.  
The \$200 security deposit will be returned after verifying there is no damage to the clubhouse.**

Date and Time of Reservation (indicate AM or PM): \_\_\_\_\_

Rented By (include first and last name): \_\_\_\_\_

Oakwind Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check #'s: \_\_\_\_\_

Thank you,  
Oakwind HOA Events Committee

# OAKWIND HOA CLUBHOUSE USE CHECKLIST

## CLEANING CHECKLIST

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately contact the Clubhouse Chairperson. By not contacting any of the above persons, you may be accepting the responsibility of the existing damage.

This completed Clubhouse Use Checklist must be signed and returned with the Clubhouse key before a full or partial refund of your deposit can be issued.

### Check In Checklist      I encountered the following problems when I arrived at the clubhouse:

Please check one or more as needed:

- The kitchen was not clean or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or not working (explain:) \_\_\_\_\_
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_  
-- or --
- No problems. The clubhouse was in good condition and ready for rental.

### Check Out Checklist      Cleaning Checklist:

*Please check each item off as you clean after your event, add notes as needed:*

- All glass on inside and out cleaned
- Brick floor swept and wet mopped
- Carpets vacuumed
- Kitchen cleaned including stove, refrigerator emptied and cleaned countertops and sink wiped clean
- Faucets shut off; Oven shut off
- All items, including decorations, brought for my event have been removed
- Trash has been removed
- Restrooms are clean, working and undamaged
- All furniture in its original placement
- All lights and fans (including patio) are turned off
- A/C or Heat – set on low setting or off
- Doors locked
- Keys & checklist returned
- Clubhouse chair person notified of any damage or cleaning issues

I [am / am not] (please circle one) leaving the Clubhouse clean and in good condition and it [is / is not] in good condition to be rented by a fellow homeowner.

Signed: \_\_\_\_\_

Oakwind Address

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### *Oakwind HOA Use Only:*

Recommend Return of Cleaning Deposit (YES / NO); Amount \$: \_\_\_\_\_

Recommend Return of Cleaning Deposit (YES / NO); Amount \$: \_\_\_\_\_

Name, Signature, Date: \_\_\_\_\_