



Paloma at Palmira Clubhouse Rental Checklist

Please make sure the following items have been completed before leaving the Clubhouse:

- _____ 1. Empty refrigerator of all contents belonging to your event.
- _____ 2. Wipe down all tables, serving areas, and kitchen counters.
- _____ 3. Remove all trash from Clubhouse and take it to your home.
- _____ 4. Remove ALL decorations (including balloons from main room and entrance).
- _____ 5. Rearrange chairs/tables according to the diagram on the attached sheet.
- _____ 8. Turn off all lights including rest room lights.
- _____ 9. Lock all doors. Make sure double doors are secured.

REMINDER: Do not permit guests to park on any of the clubhouse grass.
Should you have questions or have a concern, contact the clubhouse inspector.

Thank you,
Paloma at Palmira Association