

Milestone Owners Association
Service Group Recurring Use of Clubhouse Request

Please complete this form and return it to the Milestone clubhouse office. You will receive written notice of approval from the Board of Directors once your request has been reviewed. Standard rental clean-up procedures will be **required** at every meeting, and are listed on the attached page. No alcohol is allowed at the clubhouse during a service group function and/or when it is reserved in the name of the service group. While we intend to honor your reservation, the Milestone HOA has priority over use of the facilities. If a conflict arises which results in the facility being unavailable, we will notify you as soon as possible. This form must be completed and submitted on an annual basis.

Organization _____

Group Name/Number _____

Person/Leader in Charge of Group _____

Address _____

email _____

Phone Number(s): Home _____ Cell: _____

Work _____

Day of Week Requested _____

Dates Requested _____

Time Requested _____

Beginning Date _____

Ending Date _____

Group Representative _____

(Signature)

Milestone Board Representative _____

(Signature)

Date _____

Office Use Only:	
___calendar	___user #
___web	___zone
___lock	___code

CLUBHOUSE RENTAL CLEAN UP REQUIREMENTS

KITCHEN (Cleaning products are under the sink. Broom, mop, trash liners are in the pantry)

- ✓ Clean Sink
- ✓ Wipe the counter tops
- ✓ Wipe the stovetop and inside of microwave, if used
- ✓ Sweep the floor
- ✓ Damp mop floor
- ✓ Remove all trash from both kitchen garbage containers. Take the trash outside and place it in the cans located behind the clubhouse.
- ✓ Put new trash bag liners in the kitchen garbage containers
- ✓ Remove ALL items from refrigerator and freezer
- ✓ Dishwasher needs to be empty and all dishes put away

GREAT ROOM

- ✓ Clean and wipe the two round tables
- ✓ Clean and wipe the coffee table
- ✓ Vacuum the floor (The red vacuum is located in the main storage closet at the end of the hallway)
- ✓ Make sure the TV remotes are put back on the shelf near the big screen television
- ✓ Please put the furniture back the way you found it!

THE EMPTY ROOM

- ✓ Make sure this room is totally empty before you leave
- ✓ Vacuum the floor

BATHROOMS

- ✓ Clean sinks
- ✓ Check the floors to be free of any toilet or paper towels
- ✓ Empty trash from BOTH bathrooms and replace it with trash liners
- ✓ Make sure all toilets are **cleaned (if necessary) and flushed**

WINDOWS

- ✓ Leave windows locked, and blind slats open and straight.