



Village Pointe Homeowners Association  
 485 Hartz Avenue, Suite 200  
 Danville, CA 94526  
 925.837.2805 phone  
 925.837.2899 fax



## Clubhouse Rental Closeout Checklist

**Renter's Name** \_\_\_\_\_  
**Renter's Address** \_\_\_\_\_  
**Date of Event** \_\_\_\_\_ **Time of Event** (Beginning to end) \_\_\_\_\_

**Trash removed?** Yes \_\_\_ No \_\_\_  
**Decorations removed** (walls free of tape, nails, marks, etc.)? Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Restrooms clean?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Counter tops clean?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Windows/sliding doors clean?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Tables and chairs wiped down and returned properly?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Carpets vacuumed?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**A/C and/or heater turned off? Lights turned off?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Clubhouse locked and secured?** Yes \_\_\_ No \_\_\_

If no, please explain \_\_\_\_\_

**Additional comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Inspection completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_