

ROOM RESERVATION CHECK LIST

CHECK ROOM RESERVED: LAGOON LOUNGE_____

POOL HOUSE_____ VISTA ROOM_____ RIVER VIEW ROOM_____

CHECK LIST:

\$250 check received_____		Check Returned Yes_____		_____
Date				Date
Please circle Yes or No		BEFORE EVENT		AFTER EVENT
Shade Closed		Y N		Y N
Bathroom Clean		Y N		Y N
Trash Emptied		Y N		Y N
Floor Clean		Y N		Y N
Furniture in Place		Y N		Y N
Pool Table Surface (LL)		Y N		Y N
Refrigerator Clean		Y N		Y N
Table & Chairs wiped Down*		Y N		Y N
Counter Tops & Sink wiped down		Y N		Y N
A/C Turned Down to 79		Y N		Y N
Fans Turned off		Y N		Y N

***In Vista Room use only blue towels or a micro cloth to wipe plexiglass tops.**

Signature of Party Reserving (Unit #)

Check By/Date(Social Committee)

Party Returning Keys

Check By/Date (Social Committee)