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## CLUBHOUSE RENTAL FORM



Member Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Activity/Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Needed (including setup & cleanup): \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Number of Tables Needed & Type of Table Set up Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bartender Requested? (circle one) YES NO

Will the kitchen be used? Please note, we do not have an oven. If you are using a caterer, please provide their name and phone: \_\_\_\_\_

\_\_\_\_\_

Contact in Charge of Event: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

The building rental fee is \$100 during pool season and \$250 during the off season. If a bartender is needed, an additional \$50 is added (after 4 hours, each additional hour is \$20). A \$75 non-refundable deposit is due and payable upon signature of rental agreement. This will be applied to the final bill. Balance is due no later than a week prior to the event. **Venmo** @ponkapoagcivictreasurer [and list date of event.](#)

The building is rented "as is." **Per our by-laws the renter is responsible for clean up and leaving the clubhouse exactly as they found it \*See cleaning checklist\***. There are cleaning supplies in the kitchen for use. Please be respectful of our neighbors, as the Civic is located in a residential neighborhood. Renters may be held responsible for their guests' behavior. The renter may not hold the Ponkapoag Civic Association, its directors, or members responsible for accidents on the premises that are beyond our control.

**The Ponkapoag Civic Association is a non-smoking building. No candles or open flames are allowed. It is strictly forbidden by state law and the association to bring any alcoholic beverages into the building.**

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return signed form to [civicrontals@gmail.com](mailto:civicrontals@gmail.com)*

## CLUBHOUSE CLEAN-UP CHECKLIST



- 1 - Wipe down all surfaces (tables, chairs, ledges, railing...)  
ONLY use the bleach cleaner in the bathrooms and kitchen area (toilets, sinks, vanities, handles and work surfaces)
- 2 - Remove all decorations, if taped to walls make sure all the tape is removed. Attaching anything to the ceilings is not allowed. Decorations are not allowed outside of the clubhouse
- 3 - Sweep and mop the floors (including both bathrooms)
- 4 - Vacuum the carpet (the entrance rug does not need to be vacuumed)
- 5 - Empty all trash barrels, replace the trash bags in them and throw the trash bags in the dumpster. Please do not slam the dumpster lids.
- 6 - Do not leave food behind (including in the refrigerators)
- 7 - Make sure there is no water running (kitchen and bathrooms)
- 8 - Make sure all doors and windows are closed and locked
- 9 - Make sure all the lights are turned off
- 10 - If you have moved any tables, chairs or stools make sure they go back where you found them.
- 11 - Double check that you have not left anything behind or missed cleaning up something.
- 12 - Take all your belongings. We are not responsible for anything left behind after your event.

Cleaning supplies are in the kitchen.

Please sign and return to [civicrentals@gmail.com](mailto:civicrentals@gmail.com) that you acknowledge and understand that you are responsible for the clean-up of the clubhouse after your event.

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return signed form to [civicrentals@gmail.com](mailto:civicrentals@gmail.com)*

# CLUBHOUSE CLEANUP CHECKLIST POST EVENT

ENTRYWAY & FOYER	INITIALS
Sweep & Mod Floor	
Dust & Wipe Surfaces	
Put all books, toys & art supplies away	
Turn Light Off	
Close & Lock Windows	
Close & Lock Door (Staff)	

BATHROOM - 1	INITIALS
Sanitize Toilets	
Wipe & Sanitize Sink, Faucet	
Clean Drain	
Empty Trash Bin (Replace Bag)	
Sweep & Mop Floor	
Sanitize Light Switch	
Turn Faucet Off	

BATHROOM - 2	INITIALS
Sanitize Toilets	
Wipe & Sanitize Sink, Faucet	
Clean Drain	
Empty Trash Bin (Replace Bags)	
Sweep & Mop Floor	
Sanitize Light Switch	
Turn Faucet Off	

LOUNGE/BAR AREA	INITIALS
Wipe Down Tables, Chairs & Stools	
Dust & Wipe Surfaces	
Vacuum Floor & Stairs	
Close & Lock Sliding Doors	
Push Chiars and Stools In	
Empty Trash Barrels (Replace Bags)	
Turn Lights Off	

HALL	INITIALS
Sweep & Mop Floor	
Empty Trash Barrels (Replace Bags)	
Wipe Down Tables & Chairs	
Tables - Fold & Stack Against Wall	
Chairs - Fold & Stack Against Wall	
Remove all Decorations	
Remove all Tape/Tacks/String	
Close & Lock Windows	
Wipe Down Walls	
Sanitize Light Switch	
Turn Off Lights	

KITCHEN	INITIALS
Wipe & Sanitize Counters	
Clean Refrigerator	
Wipe & Sanitize Appilances	
Sanitize Faucets, Sinks & Handles	
Sanitize Light Switchs	
Remove Items from Refrigerator	
Sweep & Mop Floors	
Empty Trash Barrels (Replace Bags)	
Close & Lock Door	
Turn Faucet Off	

TRASH	INITIALS
Put Trash Bags in Dumpster	
Gental Close Dumpster Lids	
Check Around Dumpster for any Trash	

**Please return filled out & signed form  
to [civicrontals@gmail.com](mailto:civicrontals@gmail.com)**

Renters Name: _____	
Renters Phone #: _____	Signature: _____
Date of Event: _____	