

# RESORT VILLAGE

## SPECIAL EVENT CLEAN-UP CHECKLIST

This checklist is provided for your convenience and may be used at your discretion. A clubhouse and pool area inspection by Resort Vacation Properties will take place the morning of your departure date. Normal departure guidelines apply to the rental homes reserved for the event.

\_\_\_\_\_ **DECORATION REMOVAL:** Remove all interior and exterior decorations from the clubhouse, pool area, and surrounding grounds and any tape used in hanging decorations. Stapling, nailing, gluing, or other damaging attachments should not have been used for decorations.

\_\_\_\_\_ **DISMANTLE AND REMOVE TABLES AND CHAIRS USED FOR EVENT:** If tables and chairs provided inside the clubhouse are utilized for the event, please return these to the foyer closet. If renting additional tables and chairs, please ensure these have been returned to the proper rental facility or make arrangements for these to be picked up prior to your departure date.

\_\_\_\_\_ **FOYER CLEAN-UP AND FOOD REMOVAL:** Wipe down countertops and work sink. Dispose of any food items in the proper outdoor receptacle. Check for food items that may have been left outside and on decks.

\_\_\_\_\_ **FURNITURE:** If removed for the event, return the ping pong table, foosball table, and any pre-existing tables and/or chairs back to its original location inside the clubhouse. Return any pool furniture back to its original location inside the pool area.

\_\_\_\_\_ **DIRECTIONAL SIGNS:** Remove any directional signs placed along roadways or Resort Village walkways to guide guests to your event.

\_\_\_\_\_ **BATHROOMS:** Check bathrooms for debris and place in the proper receptacle.

\_\_\_\_\_ **PLACE ALL GARBAGE IN THE PROPER OUTSIDE RECEPTACLE:** Remove all garbage from the clubhouse, pool area, and surrounding grounds. Garbage cans will be provided for your event. Please report excessive garbage to our offices for pickup and secure all garbage bags. Be sure to thoroughly check the surrounding landscaping, beach walkway, sand dunes, and beach, if applicable, for any debris associated with the event. Remember, items may not be left on the beach overnight.

\_\_\_\_\_ **PERSONAL ITEMS:** Check the interior and exterior of the clubhouse and pool area prior to your departure for any personal items that may have been left.

\_\_\_\_\_ **DAMAGES:** Report any damages that may have been incurred during your stay and/or event. This includes any damages to the interior and exterior of the clubhouse and rental homes, landscaping, irrigation system and surrounding areas such as sand dunes, sand fences, and sea oats.