

# SAN LUIS YACHT CLUB RESERVATION COMPLETION CHECK LIST

Thank you for your interest and willingness to help us keep our club clean and orderly. We expect you will find it in that condition upon your arrival and will ensure that it is when you leave. If you find it is not, please note any discrepancies on this form. If such discrepancies are of a minor nature and within your power to correct we appreciate your help. Listed below is a check-off list covering items to attend to prior to your departure.

**TO RECEIVE A REFUND OF YOUR DEPOSIT, PLEASE CHECK-OFF THE LIST AND LEAVE THIS FORM ON THE COUNTER BEHIND THE BAR AT THE CONCLUSION OF YOUR RESERVATION AND NOTIFY Rear Commodore ([rearcommodore@slyc.org](mailto:rearcommodore@slyc.org)) FOR INSPECTION.**

Reserving Member Name \_\_\_\_\_ Date of Reservation \_\_\_\_\_

- The number of people attending the event was \_\_\_\_\_ .
- The main floor, bathroom floors, bar floor, and kitchen floor are "broom clean" and all spills are mopped up and no debris is sticking to the floors. All table, bar, and kitchen surfaces have been wet wiped and dry wiped clean. All tables, chairs, other furniture and equipment in the building have been put back where you found them when you arrived.
- All trash containers have been emptied into the large outside containers located between the Avila Beach Bathroom building and our clubhouse. (The padlock combination to this area is 7676). If these containers are full please do not leave your trash but take it away for disposal elsewhere.
- All tables, chairs, and other inside furniture that might have been set out on the outside deck have been brought inside and the deck is swept, all spills are mopped up and no debris is sticking to the deck.
- If the barbecue on the deck was used, both its gas valves have been turned off, it is left in a clean and orderly condition, and the cover replaced after the unit has cooled. If the kitchen stove was used, all controls to burners, oven, and broiler are shut off. If the fireplace was used, it is out and its gas feed valve is closed.
- All dishes, silverware, cooking utensils, pots, and pans that were used are washed and dried and returned to their proper places.
- Bathroom towels, liquid soap, and toilet paper (Supplies of these are located in one of the white wooden cabinets in each bathroom) have been refilled as needed.
- All decorations, leftover food, beverages, and similar items have been removed.
- Lights have been turned off, all audio equipment turned off, the thermostat set to 50°F, and all doors and windows are secured. (Another club member that is present, and has agreed to secure the building when they leave later than you do, may take care of this.)

Was there any breakage during your function? Did anything fail? (e.g. light bulbs burn out, heat stopped working, etc.)  
Was the Club clean and orderly when you arrived? If needed, write additional comments on the reverse side of this form.

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If there is something major that needs to be attended to immediately, please contact the Rear Commodore, and, if you can not reach him or her, one of the other officers of the Club, starting with the Commodore.

Thank you for your consideration in leaving our Club clean and orderly for all of us to enjoy.