

GNBA CLUBHOUSE  
**EVENT CHECKLIST**

**BEFORE YOUR EVENT:**

1. Confirm submission of application, checks & proof of insurance.
2. Confirm your event has been posted to the calendar of events at [www.giantsneckbeach.org](http://www.giantsneckbeach.org).
3. Obtain the front door keypad combination from CH chair.

**WHEN IT'S TIME FOR YOUR EVENT:**

1. Enter keypad combination to unlock front door. Turn little thumb knob on inside doorknob to keep it unlocked during your event.
2. Turn on light switch to the left of front door as you enter.
3. All other light and fan switches are in the kitchen just to the right as you enter the kitchen.
4. Adjust the room temperature as needed using wall thermostat located just to the right of the "kitchen pass-through". **BE SURE TO FOLLOW THE POSTED INSTRUCTIONS** for settings.
5. You may use disposables (paper towels, sink soap, toilet paper), as well as kitchen utensils. **CUT ONLY ON CUTTING BOARDS.**

**WHEN YOUR EVENT IS OVER:**

1. Clean up by completing this checklist:
  - a. Wipe down tables and counters.
  - b. Put any used items back where you found them.
  - c. Remove all unused food items from fridge and freezer.
  - d. Empty all inside trash cans into outside trash bins (brown for garbage, gray for recyclables)
  - e. Put fresh trash bags in all inside trash bins.
  - f. Sweep floor.
  - g. Damp mop floor (water and vinegar ONLY) if any spills.
2. Double check that stove is off.
3. Reset thermostat **PER INSTRUCTIONS on the wall.**
4. Turn off all lights and fans.
5. Lock all doors and windows.
6. Turn little thumb knob on front door doorknob to locked position.
7. Close front door tightly behind you.
8. Email CH chair that you have completed the EVENT CHECKLIST.