

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](#).
3. Obtain the front door keypad combination from the clubhouse chair.

WHEN IT'S TIME FOR YOUR EVENT:

1. Enter the keypad combination to unlock the front door. Turn the thumb knob on inside the doorknob to keep it unlocked during your event.
2. Turn on the light switch to the left of the front door as you enter.
3. All the 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 a 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 the fridge and freezer.

- d. Empty all inside trash cans, including the bathroom, 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 the little thumb knob on the front door doorknob to the locked position.
 7. Close the front door tightly behind you.
 8. [Email the clubhouse](#) that you have completed the EVENT CHECKLIST.