

Clarksville Country Club Clubhouse Event Rental Cleanup Checklist



- Put all outside tables and chairs back where found
- If chairs are used outside – wipe off before bringing inside
- Stack chairs in corner of dining room beside fireplace
- Wipe off tables and countertops off
- Stack white folding tables in corner of dining room beside fireplace
- Clean all spills from the dining room and bar floor
- Sweep & mop dining room, mens bathroom, and bar floor
 - Broom and mop can be found in closet in mens bathroom
- Vacuum women's bathrooms
 - Vacuum can be found in closet in mens bathroom
- Empty ALL trash cans and take trash to dumpster (will lose fee if not taken to dumpster)
 - Including dining room, bar, patio, and bathroom trash cans
 - Dumpsters are located west of clubhouse beside white equipment barn
- Make sure all doors are locked

****If Kitchen Was Used****

- Any chafing dishes or warming pans used must be cleaned afterwards
- Remove any items left in fridge
- Put kitchen back to how it was found – including sink.
- Wipe off countertops
- Sweep and mop kitchen
- Empty kitchen trash cans and take trash to dumpster (will lose fee if not taken to dumpster)

****If Bridal Suite Was Used****

- Wipe off all countertops – including the bathroom
- If there are spills – use our carpet cleaner so the carpet doesn't stain.
- Vacuum floor
 - Vacuum can be found in closet in mens bathroom
- Put all furniture and decor is put back how you found it
- Empty Mini Fridge
- Make sure all items brought by Bridal Party are taken out
- Empty white bridal suite trash can and suite bathroom trash can and take trash to dumpster (will lose fee if not taken to dumpster)

****If Groom Room Was Used****

Take out ALL trash (Including Bathroom) Vacuum the floors

- Wipe off all countertops – including the bathroom
- Sweep and mop floor
 - Broom and mop can be found in closet in men's bathroom of clubhouse
- Empty Mini Fridge
- Make sure all items brought by Bridal Party are taken out
- Empty groom room trash can and bathroom trash can and take trash to dumpster (will lose fee if not taken to dumpster)