

Covington Point Homeowners Association, Inc.

500 Covington Point Drive ~ Covington, LA 70433

Clubhouse Rental Checklist

Rental Date _____ Time _____ Renter _____ Phone _____

Pre Rental	Check row to indicate acceptable or place an X if unacceptable	Post Rental					
	Pick up all food, litter, trash inside and outside (off-season outside use)						
	All trash MUST be placed in large cans on the side of the clubhouse behind wooden gate.						
	All trashcans must have new trash bags. This includes the bathroom and pool area if used, and outside trash cans. (Bags are located in marked drawer in kitchen & outside box.)						
	Tables and chairs cleaned and stacked against the east wall						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Number of Tables</td> <td style="width: 10%;"></td> <td style="width: 30%;">Number of Chairs</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Number of Tables		Number of Chairs			
Number of Tables		Number of Chairs					
	Microwaves Clean						
	Refrigerator Clean and empty						
	Clean and wipe down counter tops						
	All signs, balloons, tape, thumbtacks, staples, etc. removed from both inside and outside the clubhouse. If you posted signs at entrances of subdivision PLEASE remove them. DO NOT attach anything to "Covington Point" signs at front and rear entrances.						
	Floor swept						
	Floor mopped						
	Vacuum rugs						
	Air conditioner set to 82 degrees in summer/Heater set to 68 Degrees in winter						
	Turn off all lights except the light in the bathroom hall.						
	Call _____ or _____ for CPHA representative for post inspection. If no answer, leave a message.						
	Lock all doors to clubhouse area before leaving (do not lock outside access to bathrooms)						
	Rental Card Key MUST be returned to the Property Managers office in the prescribed time frame or your account will be charged a \$50 fee for the card key.						
	NEVER lock or block the hall bathroom door to the outside.						
Notes:							

After your rental, a CPHA representative will make an inspection. If all rules have been followed, your deposit check will be shredded.

I have inspected the clubhouse and indicated my acceptance of the condition of the clubhouse. Exceptions are noted above.

 (Pre Event Signature of Homeowner) Date (Post Event Signature of CPHA Representative) Date

Covington Point Homeowners Association, Inc.

500 Covington Point Drive ~ Covington, LA 70433