

**Facilities Rented**

- Clubhouse and East Pavilion**
- Clubhouse, Pavilions, Pool & Locker Rooms**
- Pavilion, Pool & Locker Rooms**

**NEMRD Facilities Checklist**

General Information

- Smoker/foggers, bubble machines, etc. are not allowed inside building.
- Renter must be present during the entire time of the event.
- Renter will act as the only contact for coordination of any details of the event to ensure consistency.
- The room is rented for a maximum of **56** people.
- No alcoholic beverages, including 3.2 beer, will be served at any time, to any person who is under 21 years of age, or to any intoxicated person. No glass bottles are allowed on the pool grounds.
- All decorations must be taken down and properly disposed of after the event. NEMRD furniture used during the party shall be returned to its original location. Renter is expected to clean up the area and take their trash bags to the dumpster in the parking lot.
- NEMRD facilities are **non-smoking facilities**.
- Renter is responsible for using the facilities within the allotted rental time frame. **Renter's set-up and clean-up time is included in the rental period. Any party setting up at the premises more than 15 minutes prior to the agreed upon event start time or vacating the premises more than 15 minutes after the agreed upon event end time will be charged \$25.00 for each additional 1/2hr or fraction thereof.**
- Clean up of the room is the responsibility of the Renter. A broom, mop and vacuum are provided for your use.

No	Pre Party	Post Party	Description
<b>Clubhouse</b>			
1			Kitchen sink, counter, cabinets, appliances, etc wiped down and cleaned
2			Floors will be mopped if necessary, swept and carpets vacuumed
3			Clean interior and exterior of microwave
4			Folding tables and chairs will be wiped down and returned to storage closet in a neat and orderly manner
5			Trash will be disposed of in parking lot dumpster.
6			Unless stated in the contract, guests are NOT permitted to use any other part of the facility including the locker rooms, snack bar, pool, tennis courts or West pavilion.
7			Decorations properly removed from clubhouse
8			The facility must be cleared of all guests and items (rented equipment including linens, dishes, etc) by the time specified on the contract.
9			Bathrooms will be cleaned including toilets, sinks, counter tops and floors.
10			Clubhouse furnishings – No spills, stains, tears in fabric or other damage visible.
11			With the exception of the folding tables and chairs, no furniture will be removed from the clubhouse at any time
12			Do not wear or bring wet swimming suits, clothing or towels into the clubhouse at any time.
13			Clubhouse lobby will be swept and left clean and orderly
<b>Pool and Locker Rooms</b>			
1			Trash receptacles around pool emptied and trash deposited in parking lot dumpster. All trash picked up around pool.
2			All decorations around pool removed
3			Pool decking free from spills and stains
4			Pool furniture left in orderly manner
5			No debris left in pool
6			No damage to exterior of building or surrounding pool property
7			Locker rooms left clean and orderly. All personal items removed.
8			All trash removed from locker rooms and deposited in parking lot dumpster
9			Entire facility and surrounding fence gates should be locked and secured

**ENSURE GAS IS TURNED OFF TO GRILL AND FIREPIT. COVER GRILL & FIREPIT (WHEN COOL) FIREPLACE SWITCH IS TURNED OFF.**

PRE-EVENT – RENTER’S SIGNATURE	POST-EVENT - RENTER’S SIGNATURE	DATE
PRE EVENT - STAFF SIGNATURE	POST EVENT – STAFF SIGNATURE	DATE

