

USE OF OAKS VILLAGE CLUBHOUSE

1. Clubhouse must be **locked at all times.** Be sure to bring key with you and lock up when you leave.
2. All events must be put on calendar and **call Ann Fisher at 724.698.9665.** Please fill out and initial check list each time clubhouse is used and put checklist in basket on counter.
3. After clubhouse use, the following must be done:
 - * Tables to be wiped.
 - * Run sweeper and, if kitchen is used, mop floor and wipe counters.
 - * Dishes are to be washed and put away. If dishwasher is used, it must be emptied and dishes put away.
 - * Coffee pots are to be emptied and washed.
UNPLUG COFFEE MACHINE
 - * Stove to be wiped and left clean.
DO NOT PUT ALUMINUM FOIL IN BOTTON OF OVEN.
 - * Chairs and tables are to be returned to order in which they were found.
 - * Trash is to be emptied and taken to the dumpster.
 - * Bathrooms are to be cleaned. All trash to be emptied and toilets flushed.
 - * Lights to be turned off and air conditioner turned back to 82 setting. If heat on, turn back to 50.
4. You must provide your own supplies such as plates, napkins, cups, plastic ware, coffee, tea, sugar.
DO NOT LEAVE ANY FOOD IN REFRIGERATOR
5. If group will be taking a lot of notes, you must put disposable table coverings over the permanent table cloths. (We have been having a lot of ink marks on the tablecloths.)

If anything is an issue in clubhouse, please notify Ann, Becky or Cindy.
Thank you.

Ann Fisher 724.698.9665
Becky Anderson 716.490.1158
Cindy Myers 724.581.8073

Adopted 2/2/22