

Crown Pointe Homeowners Association Clubhouse Cleaning Policy

Your Responsibility: Residents reserving the clubhouse *must* leave it clean immediately after use.

Cleaning Checklist:

- Empty trash cans and remove ALL trash from the building
- Wipe down all tables and counters
- Sweep the floor, ensuring no confetti or crumbs remain
- Empty the refrigerator and freezer, wipe up any spills
- Return furniture to original positions, tables and chairs to the closet
- Turn off all of the lights and lock the doors

Violations:. Failure to clean the clubhouse properly will result in:

1. **First Violation:** Written warning.
2. **Second Violation:** \$25 cleaning fee
3. **Third (and future) Violations:** \$50 cleaning fee, **PLUS** a \$50 refundable cleaning deposit required for all future reservations. (Deposit returned only if left clean after that use).