



LionsGate Clubhouse Checklist

The Clubhouse has been cleaned prior to your use. If the Clubhouse is not in acceptable condition when you enter, please contact amenities.csc@fsresidential.com before use of the space.

After your event, the clubhouse will have basic cleanup but there will be additional charges as listed below if the clubhouse has any damages or any of the items below are not completed.

**** Check list MUST be returned with key for deposit to be returned. ****

- _____ All trash must be secured in plastic bags and placed in trash containers located behind the Clubhouse under the deck. Trash must be removed from inside the facility to under the deck behind the Clubhouse at the end of your rental.
- _____ Remove all personal items from Clubhouse. Any items left behind will be discarded. You will be charged for the disposal of these items.
- _____ All furniture and surfaces must be wiped down including counter tops and tables.
- _____ You must arrange the furniture as it was when you arrived. You may rearrange the furniture; however, furniture should not be moved to a different level of the Clubhouse. There are photos on the upper cabinet door by the kitchen sink to assist you in the proper placement. There is a \$50.00 minimum charge if the maintenance staff must reposition the furniture.
- _____ Make sure all restrooms are left clean and free from trash. Empty all trash containers.
- _____ Flush all toilets. Turn out all bathroom lights.
- _____ Clean out all sinks. Do not put anything down the drains. (i.e. coffee grounds, food, etc.)
- _____ Food and beverage spills on carpeted areas and furniture must be cleaned.
- _____ Lock all windows and doors including sliding glass doors.
- _____ Turn off all lights.
- _____ Reset thermometer to 60° in winter months unless the outside temperature is 35° or lower then set it at 68° and 80° in summer months.

Signature of LionsGate resident contract holder

Date

LionsGate Clubhouse Information

The following **MINIMUM** charge will be assessed in the event of accidents:

- (a) \$50.00 minimum if carpet must be cleaned;
- (b) Actual charges plus \$50.00 if physical damage is sustained;
- (c) \$50.00 minimum if evidence/damage of smoking;
- (d) \$175.00 minimum if staff must do any cleaning other than basic

All work must be completed by midnight of the event. You will not be permitted to return the next day to complete any cleaning, moving items, etc.

Return checklist within 10 days of your event to:

FirstService Residential Missouri, Inc.
Attention: Amenities
11500 Ambassador Drive, Suite #360
Kansas City, MO 64153

OR

Scan a copy to amenities.csc@fsresidential.com

Once Cleaning Staff or a LionsGate Board Member has inspected the Clubhouse, your deposit will be refunded if no damage was sustained to the Clubhouse; all cleaning was done to the satisfaction of the inspector, and checklist and the keys are returned to FirstService Residential, Inc. If problems are found you will be contacted.

If additional charges are assessed, the amount owing will be deducted from the security deposit paid and the remaining will be refunded. If the security deposit does not cover the additional charges, you will receive a bill that must be paid within 30 days. Failure to pay for these assessed charges will result in the loss of Clubhouse reservation privileges.

Signature of LionsGate resident contract holder

Date