

## KBA CLUBHOUSE RENTAL INSTRUCTIONS AND APPLICATION

Contact Janet McTeague, Clubhouse Coordinator, at [jsmcteague@gmail.com](mailto:jsmcteague@gmail.com) or (860) 372-8926 to confirm rental availability. **Mail signed application and deposit check** made payable to KBA in the amount of \$150 to: Janet McTeague, 46 South Cove Road, Old Saybrook, CT 06475.

1. A \$150 refundable check is required to reserve the date. If the Clubhouse is not clean and returned to its pre-event state, the deposit will be forfeited.
2. All renters must purchase and provide proof of event insurance (download KBA Clubhouse Rental and Insurance Instructions) prior to receiving keys. Alcohol is permitted with event insurance.
3. No use of the fireplace is permitted.
4. Do not use KBA food or drink in refrigerator. Place your own items for an event in the refrigerator.
5. If grills are to be used, grills are on the back porch and propane tanks are stored under the back porch stairway. Empty propane tank should be reported to the Clubhouse Coordinator. If all tanks are empty, you need to provide your own propane. Be sure the grill grease collector is empty to avoid a flare up during ignition.
6. Please place your glass, plastic and aluminum containers into the blue recycle bin. Place regular trash in the green trash bin. Both bins are located outside next to the Clubhouse.
7. Do not tape, paste, staple or pin anything on walls.
8. Do not go downstairs or open the circuit box. Contact the Clubhouse Coordinator of any problem.
9. The KBA Bylaws require that the clubhouse be closed by 9:00 pm, without exception

### CLEANING THE CLUBHOUSE AFTER USE

1. KITCHEN: Wipe down counters, sink, stove and refrigerators.
2. REFRIGERATORS: Clean out your items after an event.
3. BATHROOM: Empty trash, clean toilets & sinks.
4. TRASH & RECYCLING: Place full bins with the openings toward the road.
5. GROUNDS: Pick up trash on lawn and place in appropriate outside bins.
6. CHAIRS: Identify that all 60 large green chairs are cleaned, stacked and placed inside Clubhouse. Please do NOT drag chairs across the refinished floors.
7. TABLES: Lean tables carefully against the walls.
8. WINDOWS: Close and lock all windows, including kitchen and bathroom.
9. LIGHTS & FANS: Turn off all lights and fans as you leave.
10. LOCKS: Make sure side and back doors are locked as you leave. Please note that the back door will only lock when you have the handle in the upright position while locking from inside the Clubhouse.

Return keys as pre-arranged with Janet. IF THE CLUBHOUSE IS GOING TO BE RENTED THE DAY FOLLOWING YOUR EVENT, THEN YOUR CLEANUP SHOULD BE COMPLETED IMMEDIATELY FOLLOWING YOUR EVENT.

Your deposit check will be returned after an acceptable inspection of the premises. If the Clubhouse needs to be cleaned or repaired, your deposit will be forfeited. If no cleaning or repair is needed after your use, your check will be returned or shredded.

I have read and understand the rules of the KNOLLWOOD BEACH ASSOCIATION CLUBHOUSE.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_