



## **Kirby Creek Village Association**

**Mailing Address:**  
**8111 EBJ Freeway, Suite 835**  
**Dallas, Texas 75251**

**Physical Address:**  
**2311 Kirbybrook Boulevard**  
**Grand Prairie, Texas 75052**

# CLUBHOUSE CHECKLIST

The following must also be done in accordance with the Clubhouse Rules & Agreement or you will lose your deposit.

- Clean counters and sink in the kitchen and bathrooms with cleaner provided.
- Wipe out refrigerator.
- Sweep the floors AND mop floors, including bathrooms.
- Wipe down any walls that might have been marked up or splashed.
- Place furniture back into its original position. Do NOT block air return grills.
- Wipe tables off before placing in storage rack.
- Pick up trash in the parking lot outside the clubhouse and the pool area that may have been left as a result of your party.
- All trash must be removed from clubhouse at the end of the event.
- Stray balloons and those caught in the ceiling fans must be retrieved.
- Turn off lights and fans.
- Check and lock ALL doors.
- Set alarm, if applicable.
- Return clubhouse key.

**IMPORTANT:**      **If you break or damage the furniture, tables, and/or decorative material of any kind, you will be charged the FULL REPLACEMENT VALUE.**

- Under no circumstances may anything be left in the clubhouse after your party. This includes possible items delivered by a rental company or caterer.
- Other homeowners renting the clubhouse the following day deserve the same courtesy of being able to have the key to get into the clubhouse as soon as possible so that they may start setting up for their party.