

MALVERN CLUB, INC.
905 Malvern Dr.
Madison, VA. 22727
<http://malvernofmadison.org>

CHECKLIST ON DEPARTURE
****CHECK-OUT TIME IS 11:00 a.m.****
****CHECK-IN TIME IS 2:00 p.m.****

CHECK HEAT AND AC:

HEAT:

Heat should be turned down to 55 degrees during winter months when unoccupied. **NEVER TURN THE HEAT OFF.**

AIR CONDITIONER:

AC turned to high setting of 80 degrees during summer months when unoccupied.

Be sure oven is off.

Bedsprad and mattress cover should be in good condition. If they become soiled, it is your responsibility to wash them.

All outside doors and windows are to be locked before you leave.

It is your responsibility to leave appliances clean and to remove all food/beverages. Wipe off tables, **remove all trash from Clubhouse and take with you**, replace trash liners, vacuum floors. Vacuum is in the hall closet. Other cleaning materials are under the kitchen sink.

Alcoholic beverages may be served provided that Virginia Alcoholic Beverage Control Laws are observed! *Alcoholic beverages may NOT be consumed in the parking lot!*

Notify **Joe Graham, 154 Windmill Lane, 948-7060** upon your departure.

Please indicate any problems you may have noticed (light bulb burned out, etc.).

Malvern Club, Inc.– POLICY ON RESERVATIONS AND USE OF THE CLUBHOUSE AND CLUB FACILITIES

CLUBHOUSE: Check-in time is 2:00 P.M. Check-out time is 11:A.M.

1. Reservations are to be made no more than 6 months in advance and are limited to 7 consecutive days at one time.
2. Occupants must supply their own bedding and towels.
3. There will be a charge of **\$60.00** per day for use of the entire Clubhouse. (2:00 P.M.to11:00 A.M.)
4. All reservations are on a first-come, first-serve basis. A **\$50.00** deposit will hold the reservation. **Deposit will be refunded IF** the Clubhouse is as neat, tidy and clean (all trash removed) as it was originally found. Deposit can be mailed or hand-delivered to Joe Graham at 154 Windmill Lane (948-7060).
5. Place clubhouse “IN USE” sign on door when occupied. Sign is in table at entrance

USE WITHOUT CHARGE:

There will be no charge for a property owner arriving with members of his or her immediate family to spend the day at the Clubhouse picnic area adjacent to the pool.

USE OF FACILITIES:

1. For use of the Clubhouse, there will be a charge of **\$60.00** per day (2:00P.M.to 11:00 A.M.) with a **\$50.00 deposit which will be returned IF** all trash has been picked up and the facility is left in the same condition as it was found.
2. **ONLY** Malvern Club members may request use of the Clubhouse for their **OWN** personal use or for an organization of which they are a member, e.g., church group, social club. The Malvern member must host and attend the function.

CLEANLINESS:

1. Clubhouse must be left clean and presentable.
2. The Clubhouse was not designed for hard or careless use.
3. The vacuum cleaner is in the hall closet -- other cleaning materials are under kitchen sink.

WHEN DECORATING DO NOT USE SCOTCH TAPE OR NAILS ON WALLS, CEILING OR ANY WOODWORK

Smoking is prohibited in the Clubhouse.

Use of the facilities is restricted to members in good standing only. (Bylaw IV)

Wet swim suits are not allowed on furniture.

No parking on any grass areas.

NO PETS ALLOWED