

# Bay Harbor Club Condominium Clubhouse Guidelines

Wifi User Name :BAYCLUB Password Bayclub1

Restroom Code: 26235#

## Decorations:

1. Decorations (or anything else) MAY NOT be attached to the walls, east and west windows, and ceiling of the clubhouse.
2. Decorations, papers, etc. MAY be attached to the north and south windows. The windows must be washed following the event.

## After Each Clubhouse Use:

1. Be sure all appliances are clean (oven, microwave, refrigerator).
2. Unplug and clean coffee makers.
3. Wash, dry and store silverware, cooking utensils, and other kitchen items.
4. Take leftover food and supplies away. Any forgotten dishes, utensils, leftover food, and party supplies left in the refrigerator, freezer, and on the counters will be thrown away after one week following the event.
5. Take used dish towels to be washed and return at earliest convenience.
6. Wipe counters, table tops, and, if needed, chairs.
7. Store extra chairs in closets.
8. Vacuum or sweep floor in areas where food was consumed. Wipe up spills on floor.
9. Set thermostat to correct setting.
10. Make sure all doors are locked (if on-site manager is not on premises).

## Private Usage:

1. Residents may reserve the clubhouse for non-commercial, non-profit, private use, as long as it does not conflict with a Bay Harbor clubhouse event. Calendar sign-up is located on the BHC website.
2. Paper and plastic products are to be provided by the user.
3. User is responsible for following the above list, plus any damage.
4. Following use, user should contact the on-site manager to verify everything is in order.

## Tables and Chairs:

Residents may borrow chairs and tables for a short period of time as long as they are not in use at a clubhouse event. The chairs and tables may be used in individual condos and are not to be removed from Bay Harbor Club. The borrower is responsible for any damage. A sign-out board is located in the chair closet.

## Clubhouse AC usage Guidelines:

To keep the clubhouse comfortable: Keep doors closed. If you prefer to have the doors open, please turn the AC unit OFF.