

Entrance Door Code: _____

Clubhouse Procedure

Upon Booking:

Please contact the Association Manager, Jennifer Williams to schedule a pre-event inspection of the entire facility, inside and out to identify anything broken, dirty, or answer any questions. The association office telephone number is (757) 534-7751.

Gate to Clubhouse:

The code to the Master Lock at the clubhouse gate is 1095. The code is put in the cylinders underneath. If the word "Master" is facing toward you, the gate code is from left to right, if it is turned around, enter the gate code from right to left. The codes are NOT straight across the middle, use upper lines.

Front Door to Clubhouse:

Please see the four-digit code for the front door at the top of this form. Please enter the code and turn the dead bolt knob to the right and open the door with the lever underneath it

ADT Alarm Code:

After entering your code and opening the door, you will hear the alarm ringing, **go immediately** to the left past the bathrooms and put the code of **1095** into the panel on the right-hand side to disarm the system. If there are any problems, call ADT's monitoring company DEFENDERS, INC. The phone number for customer service is 1-800-689-9554. The phone number to give them for the account information is **(757) 534-7751**. The account is in the name of **Jennifer Williams** and the **service address** (not billing address) is **111 Lookout Point, Yorktown, VA 23692**. This is Chesapeake Bay Managements phone number. If there is a big issue that you cannot solve, please just lock the door after your event and report the information to management after departure.

Heat & Air Conditioning:

There are two thermostats. One is to the left of the entrance between the bat h rooms, the other is in the main ballroom on the left side of the fireplace. Adjust as needed by pressing the up or down arrow on the right- hand side of the thermostat. Please adjust to the original temperature upon departure. The A/C would be to 78 degrees in Summer and 68 degrees in Winter.

Water Heater:

The water heater must be turned on to have hot water. The control switch is located just above the thermostat by the bathrooms. Simply push the 'on' button. **Please turn off before leaving.**

General Information:

No wax candles should be used in the clubhouse or deck except birthday candles.

The clubhouse has cable TV installed, the remotes are on the TV stand. The clubhouse also has internet. The WIFI password is "clubhouse".

Bathrooms should have toilet paper and paper towels stocked. If needed, these items are located in the closet in the hallway next to the men's bathroom.

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Before Departure Clean Up:

All surfaces must be clean. This includes wiping down the counters and sinks in the kitchen and bathrooms as well as vacuuming/sweeping/mopping all floors. A Swiffer mop, pads, cleaning solution and vacuum cleaner is provided for those services in the closets between the bathrooms.

All trash should be taken out to the dumpster in the parking lot. Fresh trash bags should be placed in each trash bin. Trash bags are located in the kitchen, in the 'peninsula' cabinets.

All MCA dishes used should be cleaned, dried and put away. Sponges and dish soap are provided.

All folding tables and chairs should be returned to the closets. Do not drag across the carpets, wooden room thresholds or hardwood floors.

Remaining furniture should be arranged in a pleasant and useful way prior to leaving.

Make sure all of the doors to the clubhouse are locked prior to leaving.

Departure:

ADT:

When you are ready to depart, go to the ADT panel and press the "Away" button. Hold it down for a few seconds until it starts to beep. At that point, you have to leave the clubhouse within 30 seconds.

Front Door:

After closing the front door, turn the deadbolt knob to the left and the door is automatically locked.

Emergency Procedures:

If you experience any emergency (flood/fire) after Chesapeake Bay Management business hours, please call the emergency line at (757) 534-7751. The manager on duty will return your call to help.

The members of the Board of Directors also have master keys to the clubhouse.

Please report any problems or low supplies to the Association Manager, Jennifer Williams, after your rental. Please call the association office to schedule a post rental inspection of the clubhouse.

ENJOY THE RENTAL OF YOUR BEAUTIFUL CLUBHOUSE!