# Rules for Hopp Hollow Barn Usage

o Get barn key and evaluation form from board member several days before usage.

o Only residents may reserve the Barn and must be present while the barn is in use

o No Helium balloons are allowed. No smoking in the barn  No pets in the barn

o You are responsible for purchasing and replenishing all supplies used.

o ***Report any problems left by previous user immediately***

o Please mark the following checklist (that you have completed the task)

__Nothing left in the refrigerator or in cabinets

__Sink, cabinets and counter tops in kitchen area are clean

__Bathroom is clean

__Floors swept    __All carpet including stairs    __Bathroom and Kitchen floors

__Spills on all floors and carpet have been cleaned up. There are cleaning supplies in the kitchen

__Furniture, tables and chairs have been put back into original locations.

__TP in bathrooms (2 rolls in each)

__Paper towels in bathrooms (2 rolls in each)

__Trash bags replaced in bathrooms and on first floor. No trash in trash cans.

__All garbage has been removed. Do not put trash outside. We do not have trash service at the barn.

__Windows are closed and locked (Windows can be opened from both the top and bottom)

__Fireplace is clean.  If you use the fireplace, make sure the damper is open.  You will need to close the damper the next day after the fire is completely out and clean all ash from the fireplace.

__Thermostat has been reset (55 in winter and off in summer)

__All inside lights are turned off.

__All water is OFF

__All doors are locked

__Report any damage to barn committee.  You are responsible for damages.

o Return completed form and key to board member within 48 hours of usage or sooner if someone else has barn reserved.  Do not leave key and completed form under mat.

o **The barn will be inspected following your usage. There will be a $100 cleaning assessment if the barn is not returned in good condition.**

Barn was received in satisfactory condition.    YES ____    NO ____

If NO, explain: _____

_____

_____

You have left the Barn in satisfactory condition.   YES _____

Name: _____    Date: _____