

Magnolia Village Clubhouse Use

To use the Magnolia Village Clubhouse you must first check availability on the large calendar at the entry. If available, indicate date, time, name and section of clubhouse to be used.

If you are planning a private event, see management for booking details.

Magnolia Village Clubhouse Event Checklist

Before Event

	Check availability on the calendar of the clubhouse. If reserving for closed/special event, obtain permission from management and put on the calendar in the clubhouse.
	Entertainment Committee should check the supply closet in the clubhouse for needed items. See Linda or Jody if supplies are needed at least 3-5 days before the event.
	If no other events are scheduled in the clubhouse, you may set up for your event the night before. If there is an event the night before, you may set up the morning of your event.
	If a key to the closet is needed, see Linda, Lori or Jody for a key.

After Event

	All used kitchen items and tools should be washed, dried and returned to their correct place.
	All trash should be pulled from all cans and placed in the large cans outside the left back door.
	Put new bags in cans if needed. Please do not leave any trash outside unsealed.
	If using decorations, they must be taken down that night or early the next morning.
	Wipe down the tables before putting them away.
	If using more chairs and tables, they must be put back with only 5 round tables and four chairs at each on the carpeted floor.

	If using the kitchen, the dish cloths and towels are to be taken home, washed and returned with 2 days of event.
	Sweep the floor. Vacuum. Mop if needed. Clean any soiled spots on the carpet. ***Supplies are in the hall closet near the ice machine.***
	Reopen blinds if closed.
	Turn off all fans & lights. Adjust temperature back to original temperature (78).
	Food must be removed from refrigerator or freezer within 24 hours of event.