

Oak Creek Estados Condominium Management Corp
65 Verde Valley School Road
Sedona AZ 86351
928-284-0540
oakcreekestados65@gmail.com

INFORMATION BELOW IS NEEDED IN ORDER TO RETURN YOUR REFUNDABLE CHECK OF \$50.00.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

**CLUBHOUSE
RESERVED**

DATE _____

TIME _____

UNIT # _____

Please fill out / Cut and put on
Clubhouse window. Thank you.

Oak Creek Estates
Condominium Management Corporation
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Sedona, Arizona 86351
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CLEAN -UP

- 1. EMPTY ALL TRASH CONTAINERS AND REPLACE PLASTIC BAG IN PAILS.**
- 2. REMOVE ALL FOOD ITEMS FROM REFRIGERATOR USED AT EVENT.**
- 3. CLEAN TABLES USED AT EVENT.**
- 4. PLACE CHAIRS AND TABLES IN POSITION FOUND BEFORE EVENT.**
- 5. CLEAN ALL DISHES, UTENSIL ITEMS USED IN KITCHEN AND PLACE IN PROPER CABINETS.**
- 6. CLEAN GRILLS THOROUGHLY IF USED AT EVENT.**
- 7. VACUUM FLOOR (FOUND IN MEN'S ROOM) AND CLEAN-UP SPILLS.**
- 8. CLOSE ALL WINDOWS AND LOCK DOORS BEFORE EXITING.**
- 9. TURN THERMOSTAT TO THE LOWEST SETTING.**

THE USE OF THE CLUBHOUSE IS AT NO EXPENSE. WE ASK THAT YOU PROVIDE YOUR OWN PAPER TOWELS, NAPKINS, PLASTICWARE AND PLASTIC BAGS FOR GARBAGE.

YOU MAY USE GLASSES, DISHES, POTS, SILVERWARE AND OTHER NONDISPOSABLE ITEMS.