

CASCADES CLUBHOUSE INFORMATION & INSTRUCTIONS LIST

- The clubhouse address is **6700 Port Orchard Drive**. Please do not send invitations until your reservation is complete (by turning in the forms) and confirmed by the management office.
- All tables & chairs are either set up or stored in the office. Please return all furnishings and decorations to their original location (diagram in the cabinet above the kitchen sink). The Association has three 72"-diameter round wooden tables, with 30 matching chairs, one 6-foot and one 8-foot folding tables, and 16 folding chairs. There are three 60"-diameter round folding tables. There is also formal lounge seating for 10.
- You may **NOT** attach anything to any fixtures or painted surfaces via tape, thumbtacks, nails, screws, 3M products or anything else you can think of! Holiday decorations in place may not be moved or removed. Smoking is not permitted on the Association grounds. No grill usage is permitted under the canopies of the building (all coals must be taken with you), no fryers permitted.
- Please **remove all trash** throughout the Clubhouse (bathroom included) and place in the dumpster before you leave. All trash bags, bathroom cleaning items, paper products, etc. are in the cabinets in the kitchen area. The key to the dumpster is in the kitchen cabinet as well. There will be no dumpster in the winter months, so you will need to take the trash with you during the off-season.
- Please **lock** all exterior doors – back doors and interior bathroom access – before you leave. The keys are in the kitchen cabinet above the sink. Please return all keys to this location. Make sure the front door thumb bolts (top and bottom of side door) are properly latched.
- **Clean/Disinfect the clubhouse & bathrooms after your use.** Please vacuum and sweep. The vacuum/broom is in the clubhouse Office. Please clean up all spills, etc. Clean and disinfect all surfaces. Do not leave food/beverages behind. Please clean all dishes used.
- You may use the pool area for your event during pool season, but remember your reservation is exclusive only for the clubhouse. The outside pool deck/gazebo area may not be used when the pool is closed out of season or after pool hours. Member shall hire a lifeguard for pool parties with 10 or more children age 14 or under.
- Those **parking** need to use appropriate parking spaces, careful to not block access to the neighborhood.
- Heating and Cooling is automated, if there is a problem, call management. **The internet password is "casclubhouse"** – internet is intermittent; please do not depend on it.
- If you have problems or concerns, please call the CAM office at 573-499-4445. If there is an EMERGENCY and it is after hours, please call CAM's emergency maintenance line at 573-356-1196 for assistance. Always leave a message.