

**MALVERN CLUB, INC.**  
**905 Malvern Dr.**  
**Madison, VA. 22727**  
**<http://malvernofmadison.org>**

**CHECKLIST ON DEPARTURE**  
**\*\*CHECK-OUT TIME IS 11:00 a.m.\*\***  
**\*\*CHECK-IN TIME IS 1:00 p.m.\*\***

Be sure oven is off.

Make sure dishes are washed and put away and that dishwasher is empty.

Bedspread and mattress cover should be in good condition. If they become soiled, we will have them cleaned and charge you accordingly.

All outside doors and windows are to be locked before you leave.

It is your responsibility to leave appliances clean and to remove all food/beverages. Wipe off tables, remove all trash from clubhouse and take with you, replace trash liners, vacuum floors. Vacuum is in the hall closet. Other cleaning materials are under the kitchen sink.

Notify Merri Woodward, 540-7187125 upon your departure.

Please indicate any problems you may have noticed (light bulb burned out, etc.).

**Malvern Club, Inc.**  
**POLICY ON RESERVATIONS AND USE OF THE CLUBHOUSE AND CLUB FACILITIES**

CLUBHOUSE: Check-in time is 1:00 P.M. Check-out time is 11:A.M.

1. Reservations are to be made no more than 6 months in advance and are limited to 7 consecutive days at one time.
2. Occupants must supply their own bedding and towels.
3. There will be a charge for a regular rental of \$70.00 per day/overnight for use of the entire clubhouse. (1:00 p.m. to 11:00 a.m.)
4. For parties of 25 and under the charge is \$70 per day.
5. For parties of 26 to 100, the charge is \$100 per day.
6. For parties of 101 to 200, the charge is \$200 per day.
7. All reservations are made on a first-come, first-serve basis. A \$50.00 deposit will hold the reservation. Deposit will be refunded IF the Clubhouse is as neat, tidy and clean (all trash removed) as it was originally found. Deposits can be mailed to Merri Woodward @ 143 Malvern Dr, Madison, VA 22727 (540-718-7125)
8. **ONLY** Malvern Club members may request use of the Clubhouse for their OWN personal use or for an organization of which they are a member, e.g., church group, social club. **The Malvern member must host and attend the function.**

5. Place clubhouse "IN USE" sign on door when occupied. Sign is in table at entrance

**USE WITHOUT CHARGE:**

There will be no charge for a property owner arriving with members of his or her immediate family to spend the day at the clubhouse picnic area adjacent to the pool.

**CLEANLINESS:**

1. Clubhouse must be left clean and presentable.
2. The clubhouse was not designed for hard or careless use.
3. The vacuum cleaner is in the hall closet -- other cleaning materials are under kitchen sink.

**WHEN DECORATING DO NOT USE SCOTCH TAPE OR NAILS ON WALLS, CEILING OR ANY WOODWORK**

Smoking is prohibited in the Clubhouse.

Use of the facilities is restricted to members in good standing only. (Bylaw IV)

Wet swim suits are not allowed on furniture.

No parking on any grass areas.

**NO PETS ALLOWED**