

CLOSING THE RBYC CLUBHOUSE

When closing the clubhouse, it is important that you make sure the facility is clean and secure whenever you leave. The following items are the responsibility of the last person to leave the club:

1. Check the kitchen. Unplug any appliances on the counter. Put food away. Be sure the stove and ovens are turned off.
2. Check the bar area. Make sure the sliding windows behind and on the side of bar are closed and locked. Make sure the beer cooler and ice chest are closed tight and the water in the sink is not dripping.
3. Check the patio. Pull the outside door shut. It locks automatically. Roll up the awning and put the crank away (the awning rolls over the roller, not under the roller).
4. Wash and dry your glasses and dishes.
5. Empty trash cans.
6. Turn off the television and stereo.
7. Turn off all lights.
8. Lock all glass doors to the patio.
9. Shut and lock the office. Exit the main door. Make sure it closes and locks.