

## THORNBROOK CLUBHOUSE INFORMATION & INSTRUCTIONS LIST

- The address of the clubhouse is **4300 Thornbrook Terrace**. Please do not send invitations until your reservation is complete (by returning forms) with the CAM office.
- All temporary furnishings are in the storage room. Please return all furnishings to their original location (there should be a diagram on the door of the upper cabinet, above the sink). The Association has one 4' table, five 6' tables, one 8' table and three 48" round tables. There are thirty-six chairs. There is also a formal sitting are for 6 (couches) and three furniture-grade, round, 48" tables with a total of 16 leather chairs.
- 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 may not be moved or removed that are in place.
- **Smoking is not permitted** on the Association grounds.
- Please **remove all trash** throughout the clubhouse (including bathroom) and place in the dumpster before you leave. All trash bags, bathroom cleaning items, paper products, etc. are located in the cabinet below the bar area. Key to the dumpster is in the kitchen cabinet.  
\*IN THE WINTER MONTHS, THERE WILL BE NO DUMPSTER, SO YOU WILL NEED TO TAKE THE TRASH HOME WITH YOU.
- Please **lock all exterior doors** and make sure they are latched before you leave.
- Please make sure the lights are all turned off.
- **Clean the clubhouse and bathroom after your use**. Please vacuum and sweep after your event. The vacuum/broom is in the coat closet next to the kitchen. Please clean up all spills, etc. Please remove all food and beverages you brought with you from the refrigerator and freezer. Do not leave anything for the "next group." Please clean all dishes used, etc. If clubhouse is not clean before your use, you must report before your event by calling the CAM office.
- You may use the pool area for your event (if it is the open pool season), but remember; your reservation is exclusive only for the clubhouse. If you have ten or more guests that are under the age of 14 you must secure a lifeguard before your event and notify the CAM office. The key to the pool patio door is located on a hook on the wall, to the left of the door in the front storage closet; return the key after each use.
- Those **parking** need to use appropriate parking spaces, being careful not to block access to the neighborhood.
- Heating and Cooling is automated; if there is a problem call CAM.
- The **internet password** is "**tbclubhouse**". The internet is intermittent; please do not depend on it.
- If you have problems or concerns, please call Community Association Management, LLC (CAM) at **573-499-4445**. If there is an *EMERGENCY* and it is after 5:00pm or a weekend, please call the CAM after-hours maintenance emergency line **573-356-1196**. Emergency means you are locked out, there is not heat/cooling or something serious. **Always leave a message.**