



## **Cool Springs House - Closing Procedures**

Clients are responsible for ensuring the below checklist has been completed prior to departing the Cool Springs House and property. **Failure to properly complete the checklist below could result in Client being charged additional fees.** We ask that you please be respectful of our Historic Home.

**When you leave, the house should be as close to the condition you found it in as possible. If there is damage to any area (inside or out) upon arrival, please ensure that you take note WITH a photo to avoid being charged for the damage.**

### **INSIDE**

- **Kitchen** has been returned to original condition.
- **Oven** turned OFF and cleaned.
- **Food** removed from refrigerator, freezer, and microwave.
- All **furniture** is returned to original positions.
- **White chairs** placed in hall closet.
- All **trash** has been put in TIED bags and placed in the trash receptacles in the fenced area directly behind the house.
- All **PERSONAL** items and décor have been removed from the house.
- All **RENTAL** items have been removed from the house.
- All **lights** have been turned off.
- **Thermostats** (one downstairs, one upstairs) reset to 75/summer or 70/winter.
- All **doors** and screen doors have been locked: Front door, two side doors, kitchen door.

### **OUTSIDE**

- All **trash** from grounds has been picked up and placed in TIED trash bags in the trash area behind the house.
- All CSH **tables** and **metal chairs** have been put in the shed. NOTE: *White chairs* MUST be placed in the house.
- The **shed** has been LOCKED (lock combo is 2578 and lines up at the top)
- Reminder: No parking or driving on the grass is allowed at any time, including load in/out.

**Crocket Park Gate:** This gate is closed every night at 10pm. Gate will be **automatically** be dummy locked for your event, and you may open the lock and exit the park, then FULLY CLOSE THE LOCK.

**Upon departure, TEXT: 615-946-0389 to active the alarm.**

We hope you had a wonderful event! – The Team at Cool Springs House