

Royal Run Clubhouse

6514 ROYAL RUN BLVD

ZIONSVILLE, IN 46077



Clubhouse Entrance/ Main Hallway

Clubhouse includes:

- 2 Glass Top Hall Tables
 - Emergency Exit ONLY to the Pool (Alarm will sound)
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- WiFi: rrclubhouse
password: rrpoolsgr8

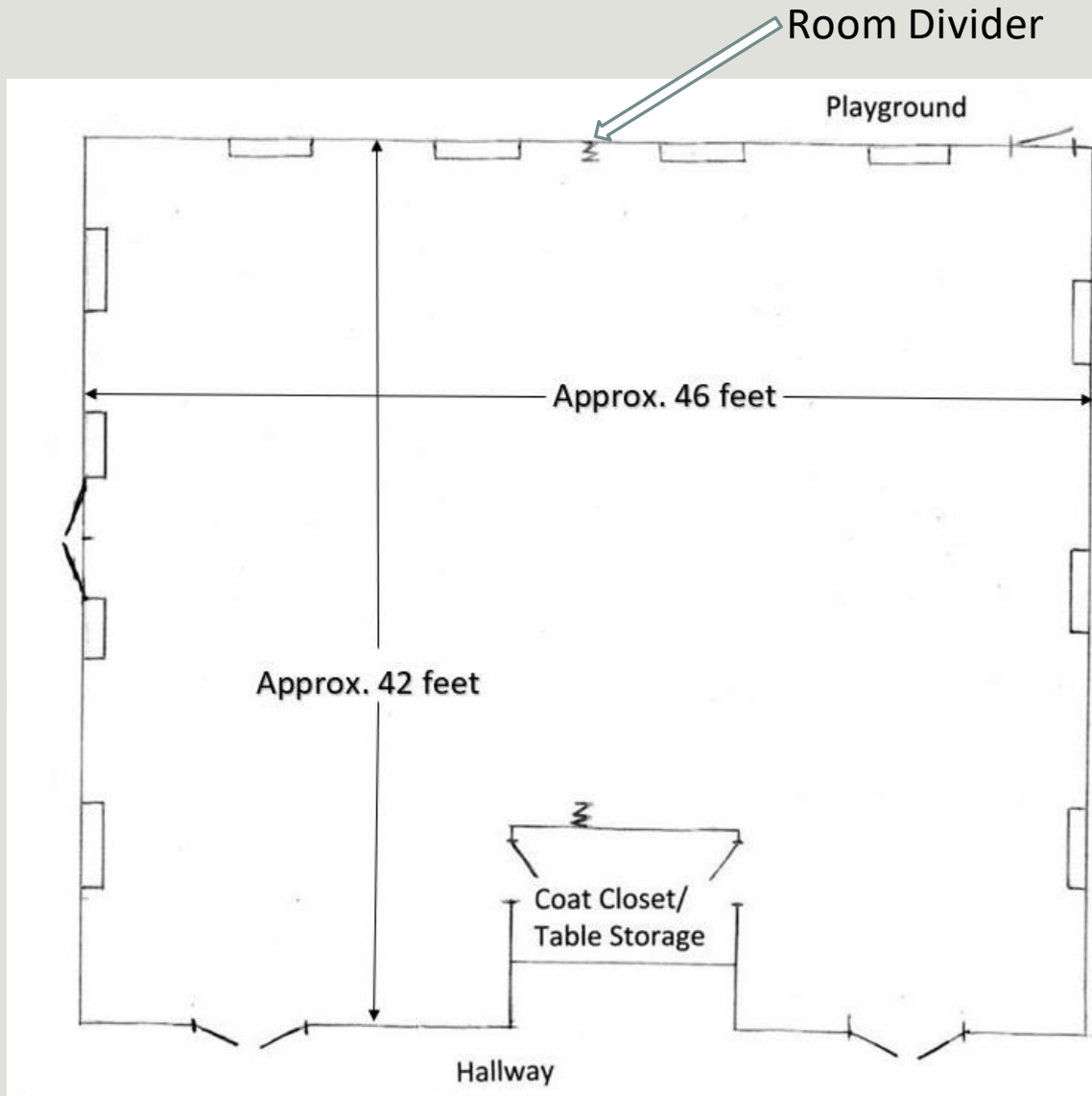


Hex Key for front doors

(stored in the kitchen top drawer)

To unlock and set the doors to remain unlocked. Insert the hex key into the keyhole under the break bar opening mechanism as shown in the pictures on the right. Turning the key to the right will lower the bar and set it into an unlocked position (bar locked down). You will need to relock the doors before you leave by reinserting the key and turning the key to the left until the bar is in the up position and the door is locked from the outside.





Main Room

Main Room includes:

- 4 rectangular foldable tables measure 30 inches wide by 6 feet long
- 10 round foldable tables measure 60 inches diameter
- 64 black plastic stackable chairs
- Multiple outlets along each wall
- Room Divider (middle of the room indicated by the small zig-zag from coat closet to playground wall)
- Coat Closet/ Table Storage

Dimensions of main room are approximately 42 feet x 46 feet (minus approx. 10' x 10' coat closet)

Main Room



Main Room



Main Room



Main Room



Coat Closet/Table Storage

Coat Closet includes:

- Tables
- Vacuum Cleaner
- Plastic Hangers



Vacuum switch:
1 for tile
2 for carpet





Restrooms

Restrooms Include:

- Toilet paper
- Hand soap
- Paper towels
- Trash can liners (under restroom sink)

Kitchen

Full size Kitchen includes:

- Refrigerator/ Freezer
- Range Oven/ Stove Top
- Microwave
- Dishwasher
- Sink & Dish soap
- Counterspace
- Outlets
- 2 Large Trash Cans on wheels
- Extra trash bags (under sink)
- Mop & Bucket
- Fire extinguisher
- First Aid Kit (upper cabinet left of sink)
- Hex key for Front Door (top drawer left of dishwasher)

Does NOT include:

- Dishes
- Glassware
- Silverware
- Pots & Pans
- Utensils
- Clean up supplies



Kitchen



Kitchen

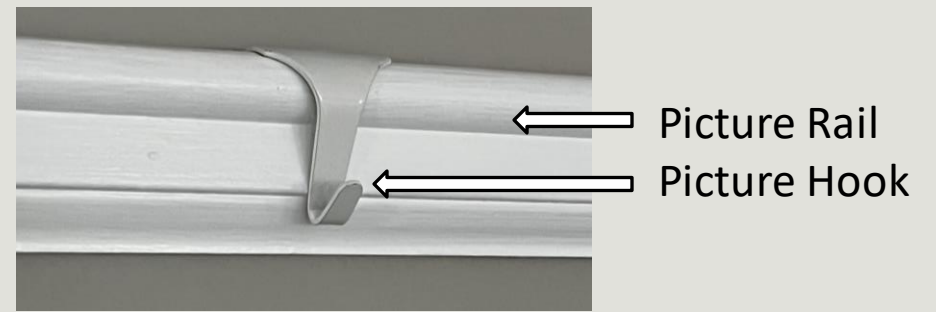




Conference Room

Conference Room includes:

- 8 Black Office Chairs
- 6 Maroon Office Chirs
- Oval Table
- Wall-mounted Monitor
- Free standing white board (in closet)



How to use the Picture Rail Molding

Use the hooks found hanging along the rail to hang your pictures, decorations, etc. To hang your things, you can hang directly on the rail hook, or you can use a hanger to hang decorations lower. If you want to use a hanger on the rail hook, use a suitable material such as wire, fishing line, chain, or nylon cable to create hangers attached to your decorations. Be sure your items are fastened securely and the weight of your items hanging on each rail is under *25 pounds*. Please be careful to not scratch or mark the walls with your decorations. See the following examples for hanging ideas.

DO NOT USE: Tape or Command Strips

- These can cause damage to the paint and drywall when removing, as shown in the pictures on the right.



How to use the Picture Rail Molding (cont.)

Examples show options for hangers using twisted wire or chains attached to the back of the pictures. Pictures can hang on the hook, single or double lower on a hanger.



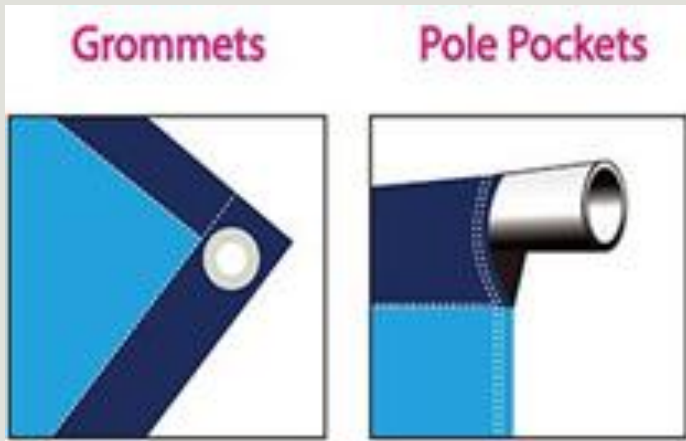
How to use the Picture Rail Molding (cont.)

Examples show backs of pictures for different hanging options, hanging single or double pictures with hangers.



How to use the Picture Rail Molding (cont.)

For banners or photo backdrops use grommets (if already on your banner) or use a 3/8" dowel rod which fits in the rail hook. If you don't have a pole pocket to use, you can use clips to attach your banner to the dowel rod.



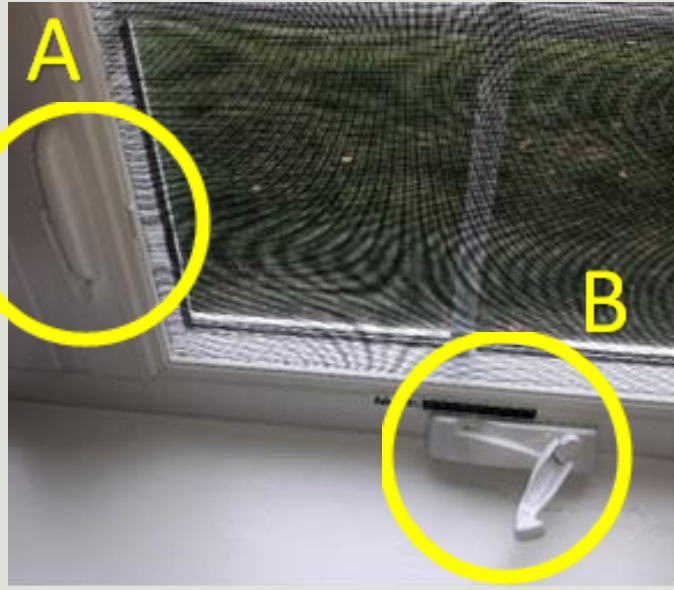
How to Securely Close the Casement Windows



1. Be sure the lock (A) is in the up, unlocked position.



2. Use crank to close the window until it is tight against the frame.



3. Push the lock (A) down while still holding onto the crank (B). (Leaving crank out)



4. Last, twist crank to lay into position.

Royal Run Clubhouse Checkout List

Description of Item	Fees if not complete
1. All trash/trash bags, including restroom trash, have been removed (you are responsible for disposing of all trash) and trash liners have been replaced. (Extra trash bags/ liners found under sinks)	Up to \$50
2. All chairs stacked along the wall and tables have been cleaned up and returned neatly to the storage closet. All the carpet has been vacuumed. All floors have been cleaned and mopped.	Up to \$50
3. All decorations and adhesives have been removed and disposed of.	Up to \$50
4. If oven/stove was used during the event, the oven/stove has been turned OFF . Kitchen cleaned to original state. All lights are turned OFF , including restrooms (only one emergency light stays on in the main hallway near the middle and one light near the end of the hallway near the parking lot.)	Up to \$30
5. All doors and all windows are completely closed and securely LOCKED . <ul style="list-style-type: none"> • Side door to parking lot • Double front doors (return hex key to kitchen drawer) • Side door to playground • 18 windows in main room • 2 windows in conference room 	Up to \$100
6. All 10 picture rail hooks are accounted for and hanging on the rails.	Up to \$20
7. Any other damage to property, furniture, etc.	Cost of replacement