

# GREENLEAF VILLAGE HOMES ASSOCIATION

Clubhouse and Pool Reservation Request

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The Clubhouse is a private facility belonging to the members of Greenleaf Village Home Owners Association. The Clubhouse can only be reserved by a member in good standing for an event being hosted by that member, and they must be present in the clubhouse throughout the event. The facility cannot be reserved for other groups, friends or relatives. The clubhouse cannot be reserved for weddings or events of more than 75 guests. **Access to the facility is granted only for the day of the event and access prior to the reservation is not permitted.**

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Email: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Total # of Guests (75 persons max): \_\_\_\_\_

*For parties involving persons less than 21 years of age, chaperones are required.*

Names of Chaperone(s) excluding yourself: \_\_\_\_\_

**Please place a check mark next to the amenities you are requesting and total:**

**Fees:**     **Upstairs only:** \$120 check (One free annual use to Greenleaf Village Owners)

**Pool:** \$1 per non-resident (Greenleaf Village & Woods residents during season)

**Deposit:**  \$250 Check (Returned upon successful after-event walk through)

TOTAL ENCLOSED: \_\_\_\_\_

*Please remember...*

- All activities must conclude by 11:00PM (Sunday-Thursday) & by 1:00AM (Friday & Saturday).
- Furniture may be moved within the room but not into another room or stored. All furniture must be moved back to its original position.
- Tops of game tables must be protected from damage including water rings and scratches.
- Pool hours are 12 – 8 p.m. After-hours pool reservations must schedule and pay for a lifeguard at the current rate plus \$1 per non-resident in attendance.
- Non-resident pool guests must be accompanied by a resident at all times.

By signing below you agree to the attached rules and you will be held responsible for any damage to the Clubhouse and Grounds that occurs during your event. The management reserves the right to determine if any damage has occurred and may revoke reservations or terminate events if violations of rules are discovered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Please make your check out to the Greenleaf Village HOA and return the first page of this form to the management company:

*Elite Management  
ATTN: Rental Agent, Greenleaf Village Clubhouse  
PO Box 26366  
Charlotte, NC 28221*

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Pool hours are 12 – 8 p.m. Any after-hours pool reservations are required to contact Dayton Pool Management to reserve a lifeguard at the expense of the person making the reservation.

Jeff Blume  
Dayton Pool Management  
(937) 313-4512  
Jeff.blume@dayton-pmg.com

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It is advisable to meet with a committee member prior to your event for an inspection and tour of the facility. If you encounter any problems please contact: Elite Management at 262-7645 or any current Greenleaf Village HOA Board Member.

Please treat the facilities as your would your own home.

- **Maximum occupancy of the facility is 75 persons.**
- **The use of any tape for decorations on painted surfaces is strictly prohibited.**
- **The Lifeguard has the authority to enforce all rules around the pool and grounds.**
- **Glass containers are not permitted in the pool area.**
- **Running, boisterous or rough play, foul language or excessive noise is forbidden in the clubhouse and pool areas.**
- **No food is allowed inside the pool area. Tables on the deck are provided for your use.**
- **Chairs must remain away from the edge of pool.**
- **Music is to be kept at a reasonable level, so as not to disturb other nearby residents.**
- **All tables, chairs and umbrellas should be returned to their original places.**
- **All lights should be turned off in the restrooms and main rooms, and thermostat turned off in the summer and to 60 in the winter.**
- **Following the rental of the Clubhouse or Pool:**
  - Dispose of all trash in the containers provided on lower deck. If all containers are full, member must take trash home with them. Do not leave trash bags on the patio because of the raccoons.
  - Turn off all lights, especially in the restrooms.
  - **DO NOT** leave any food or drinks in the kitchen or refrigerator/freezer.
  - **DO NOT** leave bags of ice in the freezer.
  - Return furniture to their original places.
  - Generally clean the party areas and insure all doors are locked and secured before setting the alarm system.
  - Downstairs rentals: stack all chairs and carefully place all long tables against the wall. Wipe off all tables before stacking.
  - Clean deck and pool area if used and wipe off all tables.
  - Report any broken furniture to management.

- The Clubhouse is a non-smoking facility.
- **CLUBHOUSE ADDRESS: 10 Greenleaf Village Drive Springboro, OH 45066**