

Greenleaf Village Homeowners Association

CLUBHOUSE RENTAL AGREEMENT

To reserve a rental date on the Clubhouse calendar, call the Reservation Coordinator at CPM at 937-435-5545 or email patricia@comppm.net. Drop off or mail the Rental Agreement Form (page 4) to the address below AT LEAST 14 DAYS BEFORE YOUR RENTAL, with checks made payable to Greenleaf Village:

Greenleaf Village
C/O CPM
901 Congress Park Dr
Dayton, Ohio 45459

- 1) **Non-Refundable Cleaning Fee of \$50.00.**
- 2) **Rental Fee of \$120.00** if this is not your first rental of the calendar year. This is refundable if you cancel at least 14 days prior to the rental.
- 3) If you are expecting to use the Pool during your rental, there is a fee of \$1 per non-resident to be added to your Rental Fee check. Pool hours are 9:00am-8:30pm.
- 4) **Security Deposit of \$250.00.** This check will be shredded or returned to you if the Clubhouse is left in pre-inspection condition. Please see the Security Deposit Guidelines on page 3.

General Terms of Rental:

Clubhouse reservations are permitted only for Greenleaf Village and Aspen Woods members and strictly for recreational use. Commercial use is prohibited. Greenleaf Village residents who are not current in payment of their Association fees must bring their account current before renting the facilities. *The Association member who reserved the facility must be present during the pre-inspection as well as the entire event. No member may sponsor an event at which they are not present the entire time.*

The pre-inspection and post-inspection will be handled by Sarah Pellerin. Contact her at 937-641-0622 at least 7 days prior to your rental date to schedule the pre-inspection walk-through. Sarah will perform the post-inspection the day after your rental. *You need not be present for the post-inspection. You will be notified of any discrepancies that may exist.*

It is understood that some rearranging of furniture may be necessary. Renters are asked to return all furniture to the pre-inspection location. You may want to take a picture before rearranging so you can remember where to return each item. Indoor furniture and accessories are not to be used on the deck. It is suggested that additional tables and chairs be rented for events that will include more than 40 people.

The cost of any and all damaged or missing furniture, pictures, or other Association property will be charged to the renter at the full replacement cost. The \$250 Security Deposit will be used first, and any additional cost will be billed to the renter.

Any violation of the Rules of Use will result in the suspension of Clubhouse privileges for a time period to be determined by the Board of Trustees, depending on the gravity of the offense.

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Additional Rules of Use:

Please treat the facilities as you would your own home.

- Maximum occupancy of the facility is 75 persons.
- The clubhouse, deck, and pool areas are all non-smoking.
- Renters are responsible for their own events, including scheduling a caterer, florist, delivery person, etc. The Reservation Coordinator will not be available nor assume responsibility for providing access for vendors servicing the renter's event.
- If there is no rental scheduled for the date prior to your event, you may be permitted to set up on that day; check with Sarah Pellerin for clarification. If additional time is needed for set-up, that time must be cleared with Sarah.
- The use of any tape for decorations on painted surfaces is strictly prohibited.
- Tops of game tables must be protected from damage, including water rings and scratches.
- The use of the fireplace, burning of candles, or any use of open flames is strictly prohibited.
- Bands, DJs, stereos, etc. must be kept inside the Clubhouse with the windows and doors closed in consideration for residents living nearby.
- No pets are allowed anywhere in the Clubhouse.
- Running, boisterous or rough play, foul language, or excessive noise is forbidden in the Clubhouse and pool areas.
- Non-resident pool guests must be accompanied by a resident at all times.
- No food is allowed inside the pool area. Tables on the deck are provided for your use.
- Glass containers are not permitted in the pool area.
- Chairs must remain away from the edge of the pool.
- All tables, chairs, and umbrellas in the pool area must be returned to their original places.
- All lights must be turned off in the restrooms and main rooms, and the thermostat turned off in the summer and to 60 degrees in the winter.

All activities must conclude by 11:00pm Sunday-Thursday and by 1:00am Friday & Saturday.

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Return Of Your Security Deposit:

How do you make certain that the entire amount of your Security Deposit will be returned after your rental?

Simply do the following:

- Adhere to the rental terms and rules listed on pages 1 and 2 of this document.
- Adhere to the Security Deposit Guidelines listed below.

Note: Because of varying opinions as to what “clean” means, for the purpose of this document, “clean” means EXACTLY how you found the facilities. (That is, free of food, trash, confetti, splatters, dirt, smears, residue and any other foreign matter that you bring in!)

This is what we look for when we perform your post-inspection:

Security Deposit Guidelines

<i>Kitchen</i>	• Make sure the refrigerator is empty and clean. (Is temperature setting back to normal?) • Make sure the oven, dishwasher, microwave, and countertops are empty and clean. • Make sure that any kitchen utensils, oven mitts, etc are clean and replaced in the drawers.
<i>Walls</i>	• Remove all decorating and other foreign materials from doorways, walls, etc. Use only ribbon, adhesive putty, or Command removable wall hooks to hang decorations. Use of nails, staples, tacks, or tape of any kind will damage walls and woodwork, and will result in loss of all or a portion of your Security Deposit.
<i>Stairwells</i>	• Make sure rails and stairwells are clean; remove all decorations. • Clean up any food, confetti, etc. on stairs.
<i>Entrance/Grounds</i>	• Make sure that parking lot and grounds are free from trash, confetti, bottles, cans, etc.
<i>Floors</i>	• Use the broom, dustpan, mop and the cleaning supplies located under the kitchen sink to remove any spills, sticky matter, food, confetti, etc. from uncarpeted areas. • Vacuum carpeted areas.
<i>Furniture</i>	• Make sure there are no burns, chips, breaks, tears, stains or other damage. • If you move the furniture, return all pieces to their original positions. • Clean up any spills, sticky matter, food, etc. from the tabletops, chairs, and other surfaces.
<i>Thermostat</i>	• In winter, return the thermostat setting to 60 degrees when leaving the facility. • In summer, turn the thermostat off.
<i>Interior lights</i>	• Turn off all interior lights and the ceiling fan when exiting the facility.
<i>Deck</i>	• Make sure the deck area is free of food, trash, confetti, etc.
<i>Doors & Windows</i>	• Close and lock windows and doors securely when exiting the facility at conclusion of rental.
<i>Restrooms</i>	• Make sure that any trash is picked up and deposited in trash containers. • Wipe down sinks and toilets. • Remove any spills, sticky matter, etc. from floors.
<i>Trash</i>	• Make sure that all trash is properly bagged and placed in exterior garbage containers located at the rear of the building. If the garbage containers are already full, you must take the bagged garbage with you. Any balloons must be deflated before placing in the garbage containers.

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This signed Rental Agreement must be received at the management office before the rental date can be reserved. You must include three checks: a **non-refundable Cleaning Fee of \$50.00**, the **Rental Fee of \$120.00** if this is not your first rental of the calendar year, and a **Security Deposit of \$250.00**. The Rental Fee is refundable if you cancel at least 14 days prior to the rental. The Security Deposit will be shredded or returned to you uncashed if you have met the requirements of the Security Deposit Guidelines on page 3. All checks are to be made out to Greenleaf Village and mailed to:

Greenleaf Village
C/O CPM
901 Congress Park Dr.
Dayton, Oh 45459

Rental date(s): _____

I, _____, a member in good standing with the Greenleaf Village Homeowners Association have read and understand the Clubhouse Terms of Rental, Rules of Use, and Security Deposit Guidelines as outlined in this document.

I also understand that failure to abide by the Clubhouse Terms of Rental, Rules of Use, and Security Deposit Guidelines will result in forfeiture of a portion, or all, of my Security Deposit.

Signature of renter _____ Date _____
(must be Greenleaf Village Homeowners Association member)

Rental Contact Email: _____

Rental Contact Phone: _____

Thank you again for renting the Clubhouse at Greenleaf Village. If you have any questions or concerns, please don't hesitate to contact either Sarah Pellerin (937-641-0622) or John Love at CPM (937-353-7961).

We hope you have an enjoyable rental experience, and we welcome your comments and suggestions.

Greenleaf Village Board of Directors
& John Love, CPM Property Manager