



Greycliff Homeowners Association
c/o Rodemyer Christel, Inc.
3630 Grandel Square
Saint Louis, MO 63108

Greycliff Subdivision Clubhouse Rental Agreement of Understanding

Greycliff Homeowner's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date of your Rental Reservation: _____

Clubhouse Rental Terms

- Effective February 1, 2025, the Clubhouse Rental Fee is \$125.00 and is nonrefundable. Also required is a cleaning/damage deposit of \$300.00 that must be paid with your rental fee in advance of your rental date and will be fully refunded after your event provided all requirements on the Clubhouse Rental Checklist have been met. **All required fees/deposits AND this signed agreement must be received by the management company representative within 2 weeks of booking in order to secure your reservation. Payments not received within 2 weeks will be cancelled without notice.** No reminders for payment will be sent.

You may pay online at www.rcirealty.com or you may send a check to:
Rodemyer Christel ~ 3630 Grandel Square ~ St. Louis, MO 63108
Please note in the memo: Greycliff Clubhouse Rental

- The Clubhouse is only available for rental by HOMEOWNERS in Greycliff Subdivision and their invited guests.
- Homeowners wishing to rent the clubhouse must be current with all assessments with no outstanding fines or delinquent balances.
- Of the following days, homeowners may only reserve one (1) in any given calendar year, and may NOT reserve that same day two (2) calendar years in a row:

New Year's Day
Easter Sunday
Memorial Day Weekend**
Queen of All Saints Parish Picnic Day
Fourth of July Weekend**
Labor Day Weekend**
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
(** includes any day/days on or before recognized date of holiday)

- Homeowners may not reserve any date over one (1) year in advance.
- Homeowners may not reserve more than three (3) weekend days (Friday, Saturday, or Sunday) per calendar year.

Initials _____

**During your event, it is the sole responsibility of the Greycliff Subdivision
Homeowner renting the clubhouse to strictly enforce the following, with NO
EXCEPTIONS.**

Please initial each line below:

- **NO Smoking in the Clubhouse** _____
- **NO Glass Containers on the Clubhouse Premises** _____
- **NO Tape on Walls / NO Scuff Marks** _____
- **Do NOT Move Any Furniture** _____
- **NO Candles are Allowed** _____
- **NO Glitter, Confetti, or Feathers Allowed** _____

- If helium balloons are used, do not let them float to the ceiling in the main room. Any balloons on the ceiling must be removed. If balloons or other items get into the large lights, a cleaning fee will be assessed to erect scaffolding to clear the lights.
- The homeowner that reserved the clubhouse must be present at all times during the event.
- Vehicles are not to be parked on the grass around the clubhouse parking lot perimeter. If you will need additional parking, contact the church across the street in advance to request permission to use their lot. 314-846-8207.
- The Clubhouse and surrounding grounds **MUST** be appropriately cleaned **PRIOR** to exiting the facility at the conclusion of the reservation period.
- Cleaning of the Clubhouse is strictly enforced, no exceptions. Homeowners must remove all items from the facility upon conclusion of their reservation period, including all waste products.
- Guests are to vacate the Clubhouse by 1:00AM and homeowners should complete the cleanup and vacate the Clubhouse no later than 3:00AM. If the cleanup is not completed by this time, the contracted janitorial company will be engaged to do so, the cost of which would be deducted from your cleaning/damage deposit. The minimum emergency cleaning cost is \$250.00. Necessary charges incurred over and above your deposit amount will also be your responsibility.
- The Greycliff homeowner is responsible for any damages to the Clubhouse property and furnishings during their reservation period. However, homeowners are expressly forbidden from attempting to repair any damage caused during their use of the Clubhouse. If a homeowner attempts a repair, and the repair fails or is not adequately performed, the homeowner will be responsible for the full repair and/or replacement costs to properly address the damage caused, without regard to the limits set forth herein. The adequacy of repairs will be solely, exclusively, and conclusively determined by the Board, and the Board's position is final. The homeowner agrees that these costs, if not paid within 30 days from receipt of notification, shall be levied as a lien against the homeowner's residence in accordance with the Greycliff indentures.
- The Clubhouse key must be returned within 24 hours of the end of the reservation period. Failure to return the key within the allotted time will result in a fine of \$350.00 charged to the homeowner on the reservation.
- Any homeowner found to be circumventing this reservation procedure will not be allowed to reserve the Clubhouse for six months.

Initials _____

- If a homeowner is found to be in violation of any part of this Agreement and/or the Greycliff indentures, a fine up to \$500.00 will be assessed.
 - Example:
 - Reserving the Clubhouse under another homeowner's name in order to circumvent the "one holiday a year" rule.
 - Leaving the Clubhouse without cleaning or removing all items or trash.
- There will be no refunds issued for cancelled reservations within 21 days of the reservation date.
 - Exceptions:
 - Homeowners may reserve any day if not already booked three weeks prior to their desired reservation day. With the Board's approval we may be able to take "last minute" reservations within no less than 72 hours of the event, depending on availability and proof of payment. Last minute reservations may be subjected to an additional fee. The signed agreement and payment must then be hand delivered to the management offices at Rodemyer Christel.
- The Trustees/Board, Clubhouse Caretakers, or representatives from the management company, Rodemyer Christel, reserve the right to stop in and check in on any event in progress at the Clubhouse. If the homeowner under which the reservation was made is not present, all guests will be asked to vacate the premises.

By signing this agreement, all reservation holding homeowners agree to be bound by the terms and conditions of the Clubhouse as described within this document as well as those posted on the Greycliff Subdivision website (www.greycliff.info) which are in effect at all times within a reservation period.

FURTHERMORE, EACH RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS THE GREYCLIFF HOMEOWNER'S ASSOCIATION AND ITS OFFICERS, AGENTS, DIRECTORS, AND OTHER RESIDENTS FROM ANY AND ALL DAMAGE AND CLAIMS FOR PERSONAL INJURY AND/OR BODILY INJURY AND ANY OTHER DAMAGE OCCURRING AT THE CLUBHOUSE DURING THE RESERVATION PERIOD AND THE RENTER AGREES TO BE FINANCIALLY RESPONSIBLE FOR THE ACTIONS OF ANY GUESTS WHO CAUSE PERSONAL INJURY, BODILY INJURY, OR PROPERTY DAMAGE TO OTHERS.

Homeowner Signature: _____

Date: _____

Greycliff Clubhouse Rental Checklist

- One to two days prior to your event, contact Tom Walsh to obtain keys to the Clubhouse. (314) 571-8055
- At that time, it is also your responsibility to arrange your post-reservation inspection with Tom Walsh or a Trustee/Board member. The reserving homeowner must be present for the inspection and keys must be returned immediately.

At the conclusion of your event:

- All surfaces must be wiped clean in each room (tables, counters, chairs & bathroom vanities)
- Trash must be emptied & placed in outside trash receptacles
- Furniture must be straightened in each room & on patio (It should not be moved.)
- Refrigerator must be emptied and cleaned
- Lights must be turned off (Lamps, Overhead, Patio, Bathroom, & Bathroom Vents)
- Sound system & TV must be turned off
- Remove all decorations; DO NOT PUT TAPE ON WALLS
- Furnace must be left at 55 degrees (winter) (Turn fan to "Automatic" position)
- AC must be turned off (Summer) (Turn fan to "Automatic" position)
- Doors must be locked & dead bolted (Main entrance, patio, emergency exit)
- Ceiling fans must be turned off
- Parking lot and grounds must be free of trash INCLUDING CIGARETTE/CIGAR BUTTS
- Floors must be swept (Bathrooms, main room, pool room, patio.) Broom, dustpan, & mop in closet
- All folding tables & chairs must be put back in closet
- Pool Table must be covered & equipment put away
- Empty dishwasher if used
- Clean coffee pot if used
- Any scuff marks found on newly painted walls will be your financial responsibility.
- Report any damage noticed or repairs needed before or after reservation to management by e-mail to cbrown@rcirealty.com or call the office at 314-454-0800.

This checklist needs to be signed in advance and submitted along with the rest of this rental agreement.

I have read and agree to abide by the requirements of this Rental Checklist. I understand that the \$300.00 cleaning/damage deposit is NOT the maximum amount I could be responsible for should additional work be required.

Homeowner Signature: _____

Date: _____