

****RENTAL AGREEMENT FOR PARKMAN COMMUNITY HOUSE****

FUNCTION: _____

AREA RENTED: Top Floor Main Floor (with kitchen) Both Floors DATE OF FUNCTION _____

ACCESS TIME _____ FUNCTION START TIME _____ FUNCTION END TIME _____ SECURITY START _____

FEES: RENTAL _____ SECURITY GUARD _____ ADDITIONAL TIME _____ TOTAL _____

Your rental period begins 8:00 AM on your function date and ends not later than 1 AM, Full payment is due to secure date. Additional set-up/start time will require an additional fee and be subject to building availability.

The undersigned lessee, _____, agrees to rent the Community House for the above purpose, and at the time and for the fee indicated. Lessee agrees to pay the fee upon signature hereof and acknowledges that the same is nonrefundable, except as is otherwise set forth herein, in the event of cancellation by lessee for any reason. Lessee further agrees that the rental of the building is at the Township’s option until such fee together with any other amount payable the Township hereunder is received by the Township. In no event shall any rental or other fee go unpaid less than 90 days before the scheduled event.

Refunds of rental fees: Lessee may be entitled to a full refund of the rental fee if lessee cancels the event as follows: (a) if lessee cancels the rental more than 90 days prior to the date of the scheduled event, lessee may receive a full refund; if lessee cancels the rental more than 30 days prior to the date of the scheduled event, but less than 90 days there from, lessee may be refunded up to \$100.00 (any balance shall be forfeited); and , if the lessee cancels less than 30 days prior to the scheduled event, lessee forfeits the entire rental fee which should have been paid in full to the Township prior to such time.

Security Deposit in Addition to Rental Fee: In Addition to the rental fee, lessee agrees to pay upon signature the sum of **\$200.00 on a separate check on day of event, as and for a damage deposit.** In the event no damages are incurred to the premises or Township, said deposit may be refunded. In the event there is damage incurred as a result of the function, the lessee is strictly liable therefore to the full extent thereof.

Additional Provisions:

- (1) Lessee, Lessee’s guests, patrons, customers, or agents will at all times abide by the rules and regulations of the township regarding use of the premises. Receipt of a copy thereof is hereby acknowledged by the lessee.
- (2) Lessee agrees that if the building is for any reason not available or suitable for use or occupancy on the function date to the orders, policies or requirements of any public body, authority or agency (other than Parkman Township officials) exercising jurisdiction over the premises, then this agreement shall be null and void, and all amounts deposited may be refunded to the lessee and neither party shall be entitled to maintain any action against the other.
- (3) The Lessees shall defend, indemnify, and hold harmless The Parkman Township Board of Trustees, Parkman Township, and its officers, officials, agents, and employees from any and all claims, demands, payments, suits, actions, recoveries, and judgments of every description, whether or not found in law, brought or recovered against it, to include reimbursement of any fees or cost incurred by the Lessees and in the defense of any claims against the Township, its Trustees, officers, officials, agents and employees, arising from any food or beverage brought in, prepared and/or cooked or served in Parkman Township Community House.
- (4) Specified fire doors may not be propped or held open during use of the building.

Lessee: _____ Date: _____

Lessee’s Address: _____

Lessee’s Phone Number: _____ Alternate Phone # _____

Township Representative _____ Date: _____

Make Checks Payable to: **Parkman Township.**

Return Original copies to: **Lynn Schiffbauer, 16295 Main Market Rd., West Farmington, OH 44491**

Continued on next page.

The lessee is responsible for the arrangement of the tables and Chairs, climate control, and lighting for each event held.

Your compliance is needed to help us maintain and preserve this historical building, please complete the following instructions before leaving for the day:

UPSTAIRS:

1. Please remove all garbage bags down the **outside stairwell on the west side of the building** and place them in the dumpster behind the building. Re-lock Dumpster when done.
2. Check all bathrooms for cleanliness and turn out the lights. If your party has spills or a mess, damp mop and clean it up.
3. Turn off both sets of lights (one in stairwell stays on) and turn off air in the warm months and set heat to 63 degrees in winter, 72 degrees in the summer.
4. Fold up all the chairs and place them on top of the tables. Tables are not to be taken to the lower floor. Tables are **NOT to be drug across the floor**, please pick them up.
5. Do a "quick sweep" of the wood floor. Dust mop is in the closet next to the ladies restroom. Make sure the refrigerator is empty.
6. Make sure all decorations you have put up are down. **Remember no taping or pinning to the walls is permitted.**
7. Shut and lock all windows and lock doors.

DOWNSTAIRS:

1. Empty all trash cans and place trash in the dumpster. Re-lock dumpster when done.
2. Remove all decorations. **Remember no taping or pinning to the walls permitted.**
3. Check bathrooms for cleanliness, turn off lights and turn heaters to low (winter). If your party has spills or a mess, clean it up. Mops and brooms are in the kitchen closet. **Only use water on the floors**, no cleaners.
4. Fold chairs up and place them on the tables in the dining room and sweep the floor. Check Refrigerators. Make sure the convection oven and burners are off. The gas oven is not to be used; the convection oven is available for your use.
5. Turn off lights and turn thermostats to 63 degrees in winter, 72 degrees in summer. Turn off outside lights. Lock all doors.

Lynn Schiffbauer
Parkman Community House/Overlook Park Coordinator
440-904-0540 (Cell) or EMAIL: parkmancommunityhouse@gmail.com
Parkman Township # 440-897-8761

The Lessee acknowledges receipt and acceptance of the above rules and regulations.

Lessee X _____ Date: _____