

PARKMAN TOWNSHIP COMMUNITY HOUSE RENTAL FEES

Effective May 5, 2026

I. No-Charge Activities

1. Regular events of the Zoning Boards and Trustees are pre-scheduled annually. All other groups: Chamber of Commerce, Fire Department & Auxiliary, Red Cross, Historical Society, AA, Cardinal Athletic Boosters and any other organized responsible group that services the local public at the discretion of the Trustees.

All parties using the facility must schedule dates and times with the Township Coordinator and the party responsible must sign a rental agreement; this includes the no-charge events listed above. Annual agreements can be made. No rental agreement or date is effective until the signed agreement is returned.

Special events held by the above organizations are subject to a fee, to be negotiated with the Trustees.

ALL USERS: NO TAPING OR PINNING OF SIGNS OR DECORATIONS TO THE WALLS. THIS CAUSES DAMAGE TO OUR HISTORICAL FACILITY.

II. Events not covered in Item I:

1. **Weekday** After Funeral Lunch (Main Floor Only) - \$75.00 for residents* / non-resident \$100.00.
2. Weekday Rentals/Benefit - \$75.00 one floor - \$125.00 both floors' residents* / non-resident \$150.00 one floor - \$200.00 both floors.
3. All Other Weekday Events - \$125.00 one floor - \$200.00 both floors for residents* / non-resident \$200.00 one floor - \$300.00 both floors.
4. All **Saturday** Events - \$175.00 one floor - \$325.00 both floors for residents* / non-resident \$250.00 one floor - \$400.00 both floors.
5. All **Holiday** Events are an additional - \$100.00 per floor for residents* and non-residents.
6. **All Events: any time after 1 AM and before 9 AM are an additional \$100.00 per hour.**

III. ADDITIONAL FEES MAY APPLY

1. **All Paid Events** Require a REFUNDABLE BUILDING SECURITY DEPOSIT: REFUNDABLE BUILDING SECURITY DEPOSIT – **Separate Check for \$175.00 (One Floor) or \$250.00 (Both Floors) to be paid at the signing of the contract** and MAY be refundable at the end of the event if contract adherence is observed. IE: Chairs and tables stored and building clean, trash removed and no damages present. Check will be mailed to you after confirmation of adherence.
2. **ANY EVENT WITH Beer, Liquor, Wine or Any Alcoholic Beverages a Security Guard is REQUIRED. SECURITY GUARD: 4 HOUR MINIMUM=\$240.00 + \$60.00 Per Hour for additional hours. HOLIDAYS are at time and a half for 4 hours - \$360.00 + \$90.00 per hour for additional hours. This fee shall be paid with a separate check or cash DIRECTLY to the security officer by the leasing party. This includes the usage of one or both floors. THIS PRICE IS SUBJECT TO CHANGE. There is to be NO alcohol of any kind unless you have a security officer present.**

*To qualify as a resident – the bride, groom, wife or husband must live in Parkman Township (one of) or one of their parents or children.

IV. Fees for events not covered above are subject to negotiations with the Trustees at a regular meeting. Scheduling or fee conflicts will be resolved by the Trustees when presented at a regular meeting.

The Community House is monitored with security cameras 24 hours a day.

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MAKE ALL CHECKS PAYABLE TO "PARKMAN TOWNSHIP". FULL PAYMENT MUST BE PAID 60 DAYS IN ADVANCE. FULL PAYMENT IS REQUIRED PRIOR TO ANY EVENT OR USE. FAILURE TO MAKE FULL PAYMENT WILL RESULT IN CANCELLATION AND LOSS OF MONIES COLLECTED.

MAIL CONTRACT AND PAYMENT TO:

Parkman Township

16295 Main Market Road

West Farmington, Ohio 44491

Attn: Township Coordinator