

PARKMAN TOWNSHIP COMMUNITY HOUSE RENTAL FEES

Effective June 16, 2024

I. No-Charge Activities

1. Regular events of the Zoning Boards and Trustees are pre-scheduled annually. All other groups: Chamber of Commerce, Clubs of Parkman boys and girls, Parkman 55+ Club, Fire Department & Auxiliary, Red Cross, Historical Society, AA, Cardinal Athletic Boosters, and any other organized, responsible group that serves the local public at the discretion of the Trustees.

All parties using facilities must schedule dates and times with the Township representative and the responsible party must sign a rental agreement this includes 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 WALLS: THIS CAUSES DAMAGE TO OUR HISTORICAL FACILITY AND REQUIRES EXTRA MAINTENANCE AND COSTS.

II. Events not covered in Item I:

1. **Weekday** After Funeral Lunch (Main Floor Only) - \$75.00 for resident* / 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 or \$300.00 both floors.
4. All Saturday Events- \$175.00 one floor - \$325.00 both floors for resident*/ Non-resident \$250.00 one floor or \$400.00 both floors.
5. All Holiday Events are additional- \$100.00 per floor for resident* and Non-resident.
6. All Events anytime between **1 AM & 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 of **\$175.00 (Main Floor) or \$250.00 (Both Floors) to be paid at the signing of the contract** and may be refundable at end of event if contract adherence is observed: Chairs and tables stored and building clean, trash removed and no damages present.
2. **ANY EVENT WITH Beer, Liquor, Wine, or Any Alcoholic Beverages – Security Guard Required: SECURITY GUARD 4 HOUR MINIMUM=\$200.00 + \$50.00 Per Hour for additional hours** (holidays are time and a half \$300.00 & \$75.00 per hour of additional time). **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 either 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.**

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

IV. Fee for events not covered above 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.

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