

REFUND OF RENTAL FEES AND SECURITY DEPOSIT: Lessee may be entitled to a full or partial refund if the lessee cancels the event as follows:

- a. If lessee cancels the rental more than 60 days prior to the date of the scheduled event, lessee shall receive a full refund including the security deposit.
- b. If lessee cancels the rental more than 30 days prior to the date of the scheduled event, but less than 60 therefrom, lessee shall be refunded up to \$100.00 (any balance shall be forfeited.)
- c. If the lessee cancels the rental less than 30 days prior to the scheduled event, the lessee shall forfeit the entire rental fee including security deposit.

USE OF PREMISES: The lessee shall use the premises in a careful, safe, and proper manner. Under no circumstances shall the lessee use or permit the premises to be used in any manner whatsoever which is unlawful.

MAINTENANCE: The lessee shall be responsible for returning the premises to its prior rental condition. A checklist of duties will be provided to aid in the cleaning procedures. The security deposit will be forfeited in the event the premises are not returned to its rental condition.

DAMAGE TO THE PREMISES: The lessee shall be liable for any and all damage to the property or equipment.

INDEMNIFICATION: The lessee shall save and hold harmless and indemnify the Township of Parkman, its elected officials, employees and volunteers against any and all claims, demands, suits and losses, including all costs connected therewith, for any personal injury, including bodily injury or death and property damage, including loss of use thereof, which may be asserted, claimed or recovered, while on the premises arising out of the use or occupancy of the premises by the lessee, the lessee's employees, guests, licensees or invitees, or which shall be considered by any nuisance made or suffered in or on the premises.

ADDITIONAL PROVISIONS:

- (1) Lessee, lessee's employees, guests, licensees, or invitees will always abide by the rules and regulations of the Township regarding the use of the premises.
- (2) Lessee agrees that if the building or premises is for any reason not available or suitable for use or occupancy on the scheduled date due to the orders, authority or agency, excepting Parkman Township officials, exercising jurisdiction of the premises, then this agreement shall be null and void, and all amounts deposited shall be refunded to the lessee, and neither party shall be entitled to maintain any action against the other.
- (3) Cancellations – please notify the Township Coordinator at (440) 904-0540 if you wish to cancel your reservation for this facility. The date will be removed from the schedule and will become available for rental to other parties

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS OF THIS AGREEMENT.

LESSEE: _____ DATE: _____

LESSEE ADDRESS: _____

LESSEE PHONE #: _____ ALTERNATE PHONE # _____

TOWNSHIP REPRESENTATIVE: _____ DATE: _____

MAKE CHECKS PAYABLE TO: PARKMAN TOWNSHIP
RETURN ORIGINAL COPIES TO: PARKMAN TOWNSHIP
ATTN: Lynn Schiffbauer
16295 Main Market Road
West Farmington, Ohio 44491