

Ritchie Memorial Shelter House

109 West Avenue
Tallmadge, OH 44278

City Rental Office: 330-633-0855 Tallmadge Recreation Center: 330-634-2349



Individual Rental Rates:

Day	Time	Rental Rate	Security Deposit
Monday - Thursday	11:00 am – 5:00 pm	\$125.00	\$100.00
	6:00 pm – 11:00 pm	\$125.00	\$100.00
	11:00 am – 11:00 pm	\$150.00	\$100.00
Friday	11:00 am – 5:00 pm	\$150.00	\$100.00
	6:00 pm – 11:00 pm	\$150.00	\$100.00
Friday, Saturday, Sunday and Holidays	11:00 am – 11:00 pm	\$200.00	\$100.00
Early Entry	\$30.00/hour		

Organizational Rental Rates (i.e., Tallmadge Little League, Girl Scouts, etc.):

Day	Time	Rental Rate	Security Deposit
Monday – Thursday	6:00 pm – 11:00 pm	\$55.00	\$100.00
Friday	6:00 pm – 11:00 pm	\$65.00	\$100.00
Saturday, Sunday and Holidays	12:00 pm – 11:00 pm	\$75.00	\$100.00

Optional Cleaning Fee:

Per Event	
\$100.00	<i>Renters who opt out of the cleaning fee but who do not clean the hall themselves will be charged the cleaning fee from their security deposit.</i>

If renters choose to pay the cleaning fee:

Renter's Responsibility	City's Responsibility
<ul style="list-style-type: none"> • Remove all food from the facility • Take out all trash • Remove all decorations. Any decorations left behind will be placed in the dumpster unless prior arrangements are made. • Turn off all lights 	<ul style="list-style-type: none"> • Set-up tables and chairs per layout provided • Tear down and put away all tables and chairs • Clean all surfaces, including: sinks, countertops, refrigerator, freezer, stovetop, microwave and front of cupboards • Wipe off all tables and chairs • Sweep and mop floors • Break down and put away tables and chairs

If NOT paying the cleaning fee:

Renter's Responsibility	City's Responsibility
<ul style="list-style-type: none"> • Remove all food from the facility • Clean all surfaces, including: sinks, countertops, refrigerator, freezer, stovetop, microwave and front of cupboards • Wipe off all tables and chairs • Sweep and mop floors • Take out all trash • Remove all decorations. Any decorations left behind will be placed in the dumpster unless prior arrangements are made. • Turn off all lights 	<ul style="list-style-type: none"> • Set-up tables and chairs per layout provided • Tear down and put away all tables and chairs

Advanced Reservations:

Reservations are accepted up to 12 months (or 1 year) prior to the rental date.

Rental Information:

A *security deposit* and signed contract are required to make a reservation. The deposit will be returned based on the cleanliness of the facility, approximately two weeks after the date of rental. Rental payment is due in full one month prior to the rental date. All payments must be made payable to the **City of Tallmadge**.

Mail To:

Tallmadge Recreation Center
 Attn: Rentals Clerk
 46 N. Munroe Road
 Tallmadge, OH 44278

Pay In-Person (check, cash, credit card):

Tallmadge Recreation Center
 Front Desk
 46 N. Munroe Road
 Tallmadge, OH 44278

Renter's Responsibility:

It shall be the renter's responsibility to remove all food from the shelter house, take out all trash, remove all decorations and turn off all light. A broom, mop, bucket and trash bags are provided. Renters shall leave the hall in the same condition as at time of rental.

Amenities:

- Hall Capacity: (15) 8' rectangular tables with chairs seats approximately 100 people
- Hall Dimensions: 75' x 35'
- Heating and air conditioning

- Kitchenette-sized kitchen, includes: microwave, stove, refrigerator and a large coffee pot
- On-site restrooms
- Hall is wheelchair accessible, but the restrooms are not wheelchair accessible
- If needed, a broom, mop, bucket and trash bags are provided for clean-up purposes
- **NOT** Wi-Fi enabled

Rules and Regulations:

- **In case of security problems, contact the Tallmadge Police Department at 330-633-2181.**
- **FAILURE TO FOLLOW THE RULES BELOW CAN RESULT IN PARTIAL OR FULL FORFEITURE OF YOUR SECURITY DEPOSIT.**
- No early entry is permitted for Shelter House rentals unless the early entry fee is paid in advance. Please adhere to the time frame agreed upon for the rental.
- The Shelter House is a smoke-free facility. There shall be no smoking in the building.
- **NO ALCOHOLIC BEVERAGES** may be brought into, sold or consumed in this facility or on its' surrounding property.
- Any extra custodial time needed for cleanup, repairs, etc. following the event will be deducted from your security deposit at a rate of \$50.00/hr. if clean up exceeds what is covered in the cleaning fee.
- Do **NOT** plug in more than (1) roaster on the west wall of the Shelter House. The result could be a blown fuse forcing a closure of the building for the night.
- All lights are to be turned off prior to leaving the premises. Security lights will remain on.
- Rental of the Shelter House does not include use of the ball fields.

Decorations:

- All decorations are to be put up and taken down very carefully - no tape or stick pins.
- No glitter or confetti-type decorating material may be used in the Shelter House.
- No type of substance may be used on the floor for dance purposes.
- No lit candles or sparklers are permitted in the Shelter House.
- All decorations must be removed at the end of the event or they will be discarded by the City