

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:

Mon-Thurs Half Day 11 am-5 pm/5 pm-9 pm		Mon-Thurs Full Day 11 am-9 pm		Friday Half Day 11 am-5 pm/5 pm-10 pm		Fri, Sat, Sun, or Holiday 12 pm -10 pm	
Tallmadge Resident	Non-Resident	Tallmadge Resident	Non-Resident	Tallmadge Resident	Non-Resident	Tallmadge Resident	Non-Resident
\$125.00	\$250.00	\$150.00	\$300.00	\$150.00	\$300.00	\$200.00	\$400.00
Approved Non-Profit Organizations							
\$55.00		n/a		\$65.00		\$75.00	
Non-Profit Organizations Serving Summit and Portage Counties receive the resident rates							
Security Deposit for all rentals: \$100.00							
Early Entry Fee: \$30.00/hour to enter before rental time							
Optional Cleaning Fee: \$100.00							

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: 100 people
- Tables: (15) 8-foot rectangular tables
- Galley-style kitchen includes microwave, stove, refrigerator, sink, and a large coffee pot
- Other features: heating, air conditioning, ceiling fans, coat racks and closets, restrooms

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.**
- Use of drugs or alcohol is strictly prohibited.
- Use of tobacco products, including cigarettes, chewing tobacco and electronic smoking devices, are prohibited in city parks within 150 feet of playgrounds, shelters, ballfields, tennis courts, basketball courts or other structures.

- Do **NOT** plug in more than (1) roaster on the west wall of the Shelter House. This may trip the circuit breaker and force the building to be closed for the night.
- Deep frying is not permitted.
- All lights are to be turned off prior to leaving the premises, including lights in the kitchen, bathrooms, and main hall. Security lights will remain on.
- Air conditioning must be turned off.
- Decoration guidelines:
 - All decorations are to be put up and taken down carefully. Use of tape or pins is prohibited.
 - Glitter, confetti, and fog/smoke machines are prohibited.
 - Only flameless candles may be used. Candles with open flames are prohibited.
 - No type of substance may be used on the floor for dance purposes.
 - Renter provides table linens, chair coverings and place settings.
 - All decorations must be removed at the end of the event, or they will be discarded by the City.
- 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/hour.
- Hall capacities shall not be exceeded.
- Use of outdoor areas is not included in the rental agreement and is not permitted.
- All rules and terms of this agreement shall be followed.