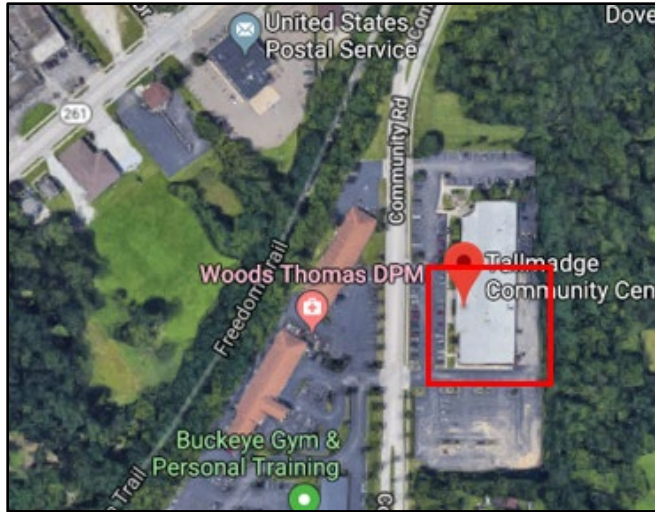


Community Center

80 Community Road
Tallmadge, OH 44278

City Rental Office: 330-633-0855

Tallmadge Recreation Center: 330-634-2349



Individual Rental Rates:

Day and Time	Full Hall (w/ Kitchen)		Hall A (w/ Kitchen)		Hall B (No Kitchen)		Security Deposit
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Monday – Thursday 12:00 pm – 5:00 pm	\$200.00	\$300.00	\$150.00	\$225.00	\$100.00	\$150.00	Matches Rental Rate
Monday – Thursday 5:00 pm – 11:00 pm	\$250.00	\$325.00	\$200.00	\$300.00	\$150.00	\$225.00	Matches Rental Rate
Friday 5:00 pm – 11:00 pm	\$450.00	\$675.00	\$300.00	\$450.00	\$200.00	\$300.00	\$350.00
Friday, Saturday, Sunday & Holidays 11:00 am – 11:00 pm	\$600.00	\$900.00	\$400.00	\$600.00	\$300.00	\$450.00	\$350.00
Early entry available for \$50.00/hour							
Wedding/Banquet Package		Includes early entry on Friday at 12:00 pm for set-up, all day Saturday for event, and until 1:00 pm on Sunday for removal of decorations and personal items. Full hall clean-up and non-refundable deposit included. Security fee not included and is required if alcohol is served. Receive 25% off Historic Church rental fee for ceremony.					
Resident	Non-Resident						
\$2,500.00	\$2,000.00						

Class I: Tallmadge-Based Non-Profit Charitable Groups (30% Discount, Deposit Matches Rate)

Class II: Tallmadge-Based For-Profit Charitable Groups (20% Discount, Deposit Matches Rate)
(Seminars and Workshops Only)

Class III: Non-Profit Organizations Serving Summit and Portage Counties (Eligible for Resident Rental Rates)

Optional Cleaning Fee

Full Hall (w/ Kitchen)	Hall A (w/ Kitchen)	Hall B (No Kitchen)
\$200.00	\$150.00	\$100.00

**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 refund.*

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 facility per layout provided 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 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 facility per layout provided Break down tables and chairs

Advanced Reservations:

Reservations are accepted up to 18 months (or 1 ½ years) 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 hall, take out all trash, remove all decorations and turn off all light. Renters shall leave the hall in the same condition as at time of rental.

Amenities:

- Hall Capacity
 - Full Hall Conference-style setup: 256 people
 - Full Hall Banquet-style setup: 192 people
 - Half Hall Conference-style setup: 100 people
 - Half Hall Banquet-style setup: 80 people
- Tables: (32) 5-foot round tables and (10) 8-foot rectangular tables. Table set up is done by the City. The set up must be determined in advance of the function and communicated to the City.
- Kitchen features: Commercial refrigerator and stove, sinks, microwave, warmer trays, two (2) coffee pots and ice maker
- Other features: Lobby entrance area with seating, heating, air conditioning, coat room, restrooms, and wi-fi

Rules and Regulations:

- **In case of security problems, contact the Tallmadge Police at 330-633-2181.**
- **FAILURE TO FOLLOW THE RULES BELOW CAN RESULT IN PARTIAL OR FULL FORFEITURE OF YOUR SECURITY DEPOSIT.**
- All functions serving alcohol must have a Tallmadge Police Officer on site for security. The attached security form must be completed and submitted to the Rental Clerk at 46 N. Munroe Road, Tallmadge, OH 44278 at least one month prior to the rental date. Renter will pay the officer directly by cash or personal check at the rental.
- 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.
- Deep frying is not permitted.
- All lights are to be turned off prior to leaving the premises, including lights in the kitchen, bathrooms, coatrooms, main hall and lobby. Security lights will remain on.
- Air conditioning must be turned off on all four controls.
- 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.
 - Candles must have a glass hurricane cover. Flameless candles are preferred.
 - 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 clean up, 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.

Functions Serving Alcohol:

Any function serving alcohol at the Community Center **must** have police security on site. The Tallmadge Police Department will schedule an officer to be on the premises one-half (1/2) hour before and one (1) hour after the function with a minimum of (3) three hours.

- **Security Request Form:** A *Security Request Form* must be submitted 30 days prior to the event.
- **Rate (subject to change without notice):** \$42.00 per hour (minimum of (3) three hours) to be paid in cash or personal check directly to the officer on day of function. Payment is still due even if the officer does not stay the entire time. The officer has the right to deny extra rental time if permission is being requested on the rental night.
- **Canceling Security:** The renter is responsible for canceling the officer should they cancel their event. The Tallmadge Police Department may be contacted at 330-633-2181. Failure to cancel the contracted officer in this manner will result in the renter being held responsible for a (3) three-hour minimum fee for the police officer.