

# Town Hall Pavilion Rules and Regulations

4410 W. Streetsboro Road, Richfield OH, 44286

Dusk to Dawn



## Amenities

### Tables and Chairs

- 9 picnic tables
- Picnic tables (8' x 2.3' x 2.5')
- Fits around 80 people

### Bathrooms

- 1 Porta-Potty

### Grills

- 1 grill
- Grill (3' x 1.25' x 3')

### Baseball Fields and Playground

- IF baseball field does not have any prior reservations for a game or ect. the renter is permitted to use that space
- Playground is available to any renter

### Garbage

- 2 trashcans (2' x 2' x 2.5')
- 1 recycling bin

### Electricity

- 18 outlets
- USABLE fireplace BUT NOT ELECTRIC

## Rules and Regulations

### Set-Up/Clean-Up

- Set-up of any kind is the responsibility of the rental party
- Tables and grills must be returned to their original position
- Clean up includes wiping off tables, wiping up spills.
- All Trash is to be placed in trash bags and placed in the trash can
- Each renter is guaranteed the hour before their time and the hour after their rental for clean up and set up purposes (No extra fee required)
- The organization and/or person sponsoring the activity will be held responsible for any damage done to the community or the facility

## Payments

- Payments can be made out to the Village of Richfield. We ask that EITHER two separate forms of payment be sent—one for the rental fee, and the other for the security deposit or pay all at once prior to your event. Once your rental has concluded please allow up to 10 business days for your security deposit to be returned to you.
- Security deposit **WILL NOT** be returned if property is damaged, stolen, or vandalized.
- If paying by credit card a small service fee will be applied to your payment
- If paying by check please mail in or drop off to the Village Town Hall located at 4410 W. Streetsboro Road, Richfield, OH, 44286 address to the Parks and Rec. Department

**Richfield Parks and Recreation**  
**Town Hall Pavilion RULES & REGULATIONS—4410 W. Streetsboro Road, Richfield**  
**OH, 44286**

Facility (Townhall)	Fee (Hourly rate)	Security deposit (FLAT Fee)
Resident	\$20.00	\$20.00
Non-resident	\$25.00	\$25.00
Employee	\$20.00	\$0
Non-profit	\$0	\$20.00

*Check if non-profit organization*

**Rental agreement rules and regulations acknowledgement form**

*\*After reading through the rules and regulations, please include this form when you mail in or drop off your completed rental form. **PLEASE DO NOT SEND BACK THE RULES, THOSE ARE FOR YOU TO KEEP.***

**I have read the Rules and expectations of renting out a village facility and understand the rules and procedures stated therein. If I have any questions or concerns, I am encouraged to reach out to the Parks and Recreation Coordinator at 330-659-9201 x 235 or Interim Parks and Recreation Director for clarification.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_