



FACILITY RENTALS

COVENANT PARK CLUBHOUSE

3724 SHAFFER AVE SE, KENTWOOD, MI 49512

CLUBHOUSE ROOM

Capacity: 80

Monday-Thursday:

Per Hour: \$85 resident | \$100 non-resident
Deposit: \$100 refundable security deposit

Friday-Sunday:

Per Hour: \$95 resident | \$110 non-resident
Deposit: \$100 refundable security deposit



- Includes use of the porch
- Rental includes a site supervisor.
- For Profit add \$20 per hour (admission or attendance fee charged)



RESERVATIONS

- Two hour minimum
- Time must include set-up, break-down, & clean up
- No more than 12 months in advance
- Due at reservation:
 - 25% down plus refundable security deposit (see above)
 - Balance is due two weeks prior to the rental date

CANCELLATION/CHANGES

- No changes within 72 hours of rental date.
- 1-30 Days: No refunds.
- 30 + Days: Full refund minus \$25 administration fee.

PAYMENT METHODS





FACILITY RENTALS

POLICIES & PROCEDURES

- Renters are responsible for their own set-up and break-down of tables and chairs within the time of the rental.
- The site supervisor on duty will complete a facility check list after the event to make any notes regarding policy compliance.
- The person who made the reservation must be on site for the entire rental and is responsible for the attendees.
- No admission or attendance fee may be charged prior to or at the event unless the additional **For-Profit** fee of \$20 per hour has been paid in advance.
- The clubhouse does not have a kitchen. Limited counter space and use of refrigerator is available.
- NO red colored beverages. NO glitter. NO party confetti.
- NO open flames or candles. Battery powered candles and catering buffet sterno are allowed.
- Decorations may not be taped, hung or adhered to any walls, ceilings or doors.
- Painters tape must be used for anything adhered to the tables. NO masking tape or duct tape.
- The renter is responsible for all clean-up, vacuuming, mopping and trash removal to the designated dumpster.
- The room must be left in the condition that it was found in.
- **Alcoholic beverages are NOT allowed in any City of Kentwood building unless an alcohol permit is acquired (\$50) and the licensed vendor is approved. The licensed vendor is the ONLY one allowed to bring in alcohol. Permits available at the Parks and Recreation Department. Call for more information.**
- Fireplace may not be used.
- The security deposit will be returned in full within 30 days after the rental date if all policies are followed. We reserve the right to deny the refund of the security deposit or refuse future rentals if policies, procedures, time limits and requirements are not followed.
- Additional costs will be incurred for maintenance, excess trash removal, property loss or damage.

CONTACT INFORMATION

To reserve the Covenant Park Clubhouse, please call or visit:

Kentwood Parks & Recreation Department
355 48th St SE
Kentwood MI 49548
616.656.5270
kentwood.us/parks

GO ONLINE

Visit kentwood.us/facilityrentals

- Scroll down and click on “Rooms” to sort by indoor facilities available for rent. Click “Read More” to view details.
- Check room availability online. Click on the “Check Room Availability” button to view the calendar.
- Room reservations MUST be completed over the phone or in person. Call 616.656.5270 or 616.656.5271 for more details.