



# FACILITY RENTALS

## RICHARD L. ROOT - KENTWOOD BRANCH LIBRARY COMMUNITY ROOM

4950 BRETON RD SE, KENTWOOD, MI 49508

### COMMUNITY ROOM

**Capacity:** 100 Banquet Seating  
150 Theater Seating

**Monday-Thursday:**

Per Hour: \$115 resident | \$130 non-resident\*  
Deposit: \$175 refundable security deposit

**Friday-Sunday:**

Per Hour: \$125 resident | \$140 non-resident\*  
Deposit: \$175 refundable security deposit

- Includes use of non-cooking kitchen
- Rental includes a site supervisor.
- Events over 130 people, add \$15 per hour (additional site supervisor required).
- For Profit add \$20 per hour (admission or attendance fee charged)



### WITH OUTDOOR AMPHITHEATRE

**Capacity: 90**

Add \$30 per hour to the rates above



### ADDITIONAL AMENITIES AVAILABLE

Microphone/Audio System      \$50/hour

### 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/cleaning deposit (see above)
  - Balance is due two weeks prior to the rental date



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## 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



## 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 kitchen is a non-cooking kitchen and is strictly for preparing and serving pre-made food.
- 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 a licensed vendor is approved. The licensed vendor is the ONLY one allowed to bring in alcohol. Permits are available at the Parks and Recreation Department. Call for more information.**
- **The blue tooth audio system and microphones are available for rent (\$50/hour).** Includes the use of the wall screens on the stage. Must bring your own blue tooth ready audio devices (LCD, laptop, etc.) and all adaptable cords.
- The \$175 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 Library Community Room/  
Outdoor Amphitheatre, please call or visit:

Kentwood Parks & Recreation Department  
355 48th St SE  
Kentwood MI 49548  
616.656.5270  
[kentwood.us/parks](http://kentwood.us/parks)

## GO ONLINE

Visit [www.kentwood.us/facilityrentals](http://www.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.