



FACILITY RENTALS

KENTWOOD ACTIVITIES CENTER

355 48TH ST. SE, KENTWOOD, MI 49548

ALL PURPOSE ROOM (GYM)

Capacity: 190

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 limited and restricted use of 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)



SPORTS PRACTICE

Capacity 30

Per Hour: \$45 resident | \$60 non-resident
Deposit: \$75 refundable security deposit
Teams only, not for individual groups.
Book 6 weeks or more and save \$5 per hour!

CANCELLATION/CHANGES

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

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

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. Tables may not be dragged on floor.
- 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 pre-paid.
- 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 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 available at the Parks and Recreation Department. Call for more information.**
- **The blue tooth audio system and microphones are available for rent (\$50/hour).** Must bring your own blue tooth ready audio devices (LCD, laptop, etc.) and all adaptable cords.
- 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 additional cleaning, maintenance, excess trash removal, property loss or damage.
- The **KITCHEN** is included for limited and restricted use as a non-cooking kitchen, strictly for serving pre-made ready-to-serve food only, no on-site food prep. *Limited use of the kitchen includes use of the refrigerator, freezer, stove top & oven, counter tops, microwave and sink. No one under the age of 18 will be allowed in the kitchen. Limit 4 adults in the kitchen at any one time. Kitchen policies & procedures must be strictly followed, or additional costs will be incurred. Food items left in the refrigerator will be discarded after each rental per health department policies.
- For use of the commercial kitchen space as an incubator kitchen for cooking by caterers and businesses, there is a separate rental fee with additional policies, procedures and requirements - available upon request.

CONTACT INFORMATION

To reserve a room at the Kentwood Activities Center, 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.