



Richard L. Root Library Community Room

4950 Breton Rd SE, Kentwood, MI 49508



ROOM RENTAL INFORMATION

Kentwood Parks and Recreation Department
355-48th St SE, Kentwood, MI 49548
(616) 656-5270 • www.kentwood.us/parks

PRICING

Community Room

Per hour: \$95 resident | \$110 nr (plus \$175 security deposit)

**For Profit add \$20 per hour (admission or attendance fee charged)*

Capacity: 100 Banquet Seating | 150 Theater Seating

With Outdoor Amphitheatre

Per hour: \$130 resident | \$160 non-resident

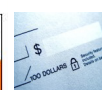
- ***For-Profit** add \$20 per hour for events that charge an admission or attendance fee prior to or at the event.
- Rental includes a site supervisor. Events **over 130 people**, add \$15 per hour (additional site supervisor required).
- Two hour minimum.
- Time must include set-up, break-down, & clean up.
- Reservations - 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:
 - 1-30 Days: No refunds, no changes.
 - 30 + Days: Full refund minus \$25 administration fee.

CONTACT INFORMATION

To reserve the Library Community Room /
Outdoor Amphitheatre, please call or visit:

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PAYMENT METHODS





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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 provide a facility check list before and after the event that must be signed.
- 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 bartender is used. Permit available at the Parks and Recreation Department.**
- The blue tooth audio system and microphones are available for rent (\$75). 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 2 weeks 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.

