



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.yourkprd.org

PRICING

Community Room

Per hour: \$75 resident | \$90 non-resident (+ security deposit)
Capacity: 190

With Outdoor Amphitheatre

Per hour: \$120 resident | \$150 non-resident

- Two hour minimum
- Reservations - no more than 6 months in advance
- Due at reservation:
 - 25% down plus \$150 refundable security deposit
 - 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
- Time must include set-up, break-down, & clean up
- Includes a site supervisor
- Let us set-up and/or break-down your tables & chairs!
 - Set-up 1-49: \$75 | 50-99: \$125 | 100+: \$175
 - Break-down 1-49: \$75 | 50-99: \$125 | 100+: \$175



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/chairs within the time of the rental, unless the service is pre-paid in advance.
- 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.
- The kitchen is a non-cooking kitchen and is strictly for preparing and serving pre-made food.
- NO red colored beverages.
- NO open flames or candles. Catering buffet sterno is o.k.
- NO glitter. NO party confetti.
- 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 dumpsters.
- The room must be left in the condition that it was found in.
- The security deposit will be returned in full by check 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.
- Alcoholic beverages are not allowed in any City of Kentwood building unless an alcohol permit is acquired (\$50) and a licensed bartender is used.

