

# Kentwood Library Community Room Rental Information

**Community Room** is located as a south wing off of the Library Lobby. Library address is 4950 Breton Road SE. The Community room is available to citizens for special events such as birthdays, reunions, family open houses, wedding receptions, business meetings, or any event where that special occasion needs to be memorable for those who attend.

The carpeted room has a platform stage, soundproof ceiling, and a wall of glass windows that overlooks the patio area and the future Lamberts Park. Restrooms and a kitchen are adjacent to the room which is also dividable to meet the needs of smaller events.

**Plaza Amphitheater** is located adjacent and accessible to the Community Room and Library. A small stage is located at the south end of the Plaza. This quaint area is conducive for an atmosphere that will make your event successful and memorable.

For more information and to book your event please call the **Kentwood Parks & Recreation Department: 616.656.5270** or stop by our offices at **355—48th Street SE, 49548**.

Please note, reservations are not available at the Library site.



Community Room



Kitchen Facility



616.656.5270  
[www.yourkprd.org](http://www.yourkprd.org)



# Kentwood Library Community Room Rental Information



**4950 Breton Road SE  
Kentwood, MI 49508**

For booking information call  
Kentwood Parks & Recreation

616.656.5270

# Need a great place to host your special occasion?

## Check out the new Library Community Room!

If you are planning a birthday party, family reunion, business meeting, club meeting, wedding reception, graduation open house or any event, check out the Community Room at the new Kentwood Library. You will not be disappointed with the spacious and excellent settings that will make your event special. The adjacent Plaza and small amphitheater is available to enhance your event.



Contact the Kentwood Parks & Recreation Department at 616.656.5270 for more information.

Library Community Room Rental Rates	Capacities per need			Initial Rental Charge (2hr)			Additional Per hour		Damage/ Cleaning Deposit
	Theater ○○○○○○ ○○○○○○ ○○○○○○	Banquet ○○○○ □□□□ ○○○○	Seminar ○○○○○ □□□□ ○○○○○	City Resident	Non- Resident	For profit Or Charge	Resident	Non-resident	
Community Room	200	140	70	\$ 94.00	\$ 122.00	\$ 141.00	\$ 47.00	\$ 63.00	\$ 50.00
East Side	140	100	50	\$ 60.00	\$ 78.00	\$ 90.00	\$ 30.00	\$ 39.00	\$ 50.00
West Side	60	40	20	\$ 48.00	\$ 62.00	\$ 72.00	\$ 24.00	\$ 31.00	\$ 25.00
Kitchen (must be included with meals)				\$ 18.00	\$ 28.00	\$ 33.00	\$ 9.00	\$ 14.00	\$ 25.00
Outdoor Theater/Plaza	To Be Determined			\$ 70.00	\$ 91.00	\$ 105.00	\$ 35.00	\$ 52.00	\$ 50.00
Long term contracts (over 6 weeks) subtract 15%									

Damage/cleaning/excess garbage removal deposit will be issued by a separate check.

Site supervisor is included in the above charges.

If a meal (food involved) is a part of your event, kitchen rental must be included as part of entire rental agreement.

Rentals that are run during normal library weekday business hours may be considered for waiver of supervisor costs but must be approved by the Director and/or Head Librarian. Large events are not available during Library open hours due to limited parking.

If a site supervisor decides that rental needs additional persons to supervise, one will be called in @ additional \$15/hr.

Limited audio/visual and kitchen amenities may be available.

Alcohol and smoking is not permitted on the premises.