



KENTWOOD PARKS & RECREATION DEPARTMENT  
 355 48<sup>th</sup> St. SE, Kentwood, MI 49548  
 616-656-5270 616-656-5282/Fax  
[www.yourkprd.org](http://www.yourkprd.org)

**Kentwood Activity Center Gymnasium Rentals**  
**355 48<sup>th</sup> St. SE**

1. It is the renter's responsibility for all set-up (tables, chairs, decorating time, etc.) and event clean-up (wiping down & putting away tables and chairs, mopping and/or sweeping of all areas and trash removal to City provided dumpsters). Cleaning supplies will be provided by the Site Supervisor.
2. Set-up & clean-up time must be included in total rental hours.
3. Renter is responsible to police their own party with regards to proper behavior, respect of the property and to adhere to policies & rules.
4. No alcohol or smoking is allowed in the Gymnasium.
5. Renter must bring what is needed for their rental. Coffee cups, napkins, plates, coffee filters, coffee, creamer, sugar, etc. are the renter's responsibility.
6. Renter and supervisor must both read & sign the Site Evaluation form.
7. If renter cancels contract 30 days or more before the event date, they will receive a full refund less a \$5.00 processing fee. If renter cancels contract 29 days or less before the event date, no refund will be issued.
8. 25% of the entire rental fee is due at the time of the reservation with the balance to be paid in full two-weeks prior to event date. If rental is less than two weeks away at the time of the reservation, then payment in full is required.
9. A damage deposit of \$100.00 is also due at the time of the reservation. Damage deposit needs to be a separate form of payment and is refundable should there be no damage to the facility, contents of the facility, excess clean-up or trash removal that we need to complete prior to next rental. Damage deposit can be picked up beginning the next business day.
10. Kitchen MUST be rented if any food or beverage is being served. NO EXCEPTIONS.
11. Room capacity is 100-300 depending on set-up.
12. Gymnasium may be rented as late as 10pm (later with Director Approval).
13. Large events (over 175) require a second site supervisor at an additional cost of \$15/hr.

KENTWOOD ACTIVITY CENTER	2 hour minimum			Each Additional hour RESIDENT	Hourly charge w/additional room	Damage/cleaning Key Deposit	Set-up Capacities		
	City Resident	Non-Resident	*For profit or with a charge				Theater	Banquet	Seminar
Gymnasium w/kitchen	\$ 134.00	\$189.00	\$ 198.00	\$ 66.00	\$ n/a	\$ 100.00	300	200	100
East or West Side	\$ 59.00	\$ 71.00	\$ 74.00	\$ 28.00	\$ n/a	\$ 25.00	150	100	100
East & West Side	\$ 99.00	\$136.00	\$ 148.00	\$ 49.00	\$ n/a	\$ 50.00	300	200	100
Veteran's Room	\$ 58.00	\$ 82.00	\$ 86.00	\$ 29.00	\$ 14.00	\$ 25.00			
Craft Room	\$ 58.00	\$ 82.00	\$ 86.00	\$ 29.00	\$ 14.00	\$ 25.00		25-30	
Studio	\$ 58.00	\$ 82.00	\$ 86.00	\$ 29.00	\$ 14.00	\$ 25.00			