



KENTWOOD PARKS & RECREATION DEPARTMENT
 355 48th St. SE, Kentwood, MI 49548
 616-656-5270 616-656-5282/Fax
www.yourkprd.org

LIBRARY COMMUNITY ROOM RENTALS
4950 N. Breton Rd.

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, vacuuming 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, smoking, red or grape color drinks are allowed in the Community Room.
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. Foyer of the Library is not to be used by Renters as part of the rental agreement.
8. 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.
9. 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.
10. A damage deposit of \$25-\$50 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 from the Kentwood Parks & Recreation Department, 355 48th St. SE.
11. Kitchen MUST be rented if any food or beverage is being served. NO EXCEPTIONS.
12. Room capacity varies (20-200) with set-up (theater, banquet or seminar style seating).
13. Community Room may be rented as late as 10pm (11pm with Director Approval).
14. Large events (over 150) are not available during Library operating hours due to limited parking.
15. Large events (over 150) require a second site supervisor at an additional cost of \$15/hr.

KENTWOOD LIBRARY	2 hour minimum			Each Additional hour RESIDENT	Each Additional hour NON-RES.	Damage/cleaning Key Deposit	Set-up Capacities		
	City Resident	Non-Resident	*For profit or with a charge				Theater	Banquet	Seminar
Community Room	\$ 94.00	\$122.00	\$ 141.00	\$ 47.00	\$ 63.00	\$ 50.00	200	140	70
East Side	\$ 60.00	\$ 78.00	\$ 90.00	\$ 30.00	\$ 39.00	\$ 50.00	140	100	50
West Side	\$ 48.00	\$ 62.00	\$ 72.00	\$ 24.00	\$ 31.00	\$ 25.00	60	40	20
Kitchen	\$ 18.00	\$ 28.00	\$ 33.00	\$ 9.00	\$ 14.00	\$ 25.00			
Comm. Room w/Kitchen	\$ 112.00	\$ 150.00	\$ 174.00	\$ 56.00	\$ 77.00	\$ 75.00			
Outdoor Theatre	\$ 70.00	\$ 70.00	\$ 105.00	\$ 35.00	\$ 52.00	\$ 50.00	To be determined		