



Ada Township
Amy Van Andel Library and Community Center
Kent District Library

Facility Rental Guidelines and Fees

10-1-23

The Amy Van Andel Library and Community Center is located at 7215 Headley Street SE in Ada. It is owned by Ada Township and operated in partnership by Kent District Library. There are two community rooms on the second floor of the library that are available for rent as well as two common areas inside the building. Rental requests are to be processed and coordinated through the Ada Township Parks and Recreation Department. Outlined below are the rental reservation procedures, facilities, fees, and guidelines for use. For additional information, contact the Parks office.

Reservation and Rental Procedures

- Reservations are available through the Ada Township Park Office by:
Phone: 616-676-0520
Email: adaparks@adatownshipmi.com
In person: The Ada Township Park office is located at 1180 Buttrick, Ada, MI 49301
Online: at rec.adamichigan.org
- The time frame you are reserving should include set-up and clean-up time.
- A site visit is available to review the facility prior to your reservation.
- Reservation requests are required at least two weeks prior to an event.
- A confirmation letter and invoice will be generated after the request is confirmed.
- Payment and signed agreement must be received prior to the event to confirm the reservation.
- Check payments are to be made to “Ada Township”
- Payments should be submitted to Ada Township Hall, P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301
- Credit card payments are available at the Township Hall and for Online reservations.

Cancellation Policy

- Cancellations made at least 10 days prior to the event date are entitled to a refund, less a \$25.00 processing fee.
- Refunds may occur by a check mailed out after the cancellation date or refunded to a credit card.
- Ada Township holds the right to cancel or delay due to severe weather or other unforeseen conditions. In doing so, your rental fee will be refunded or event re-scheduled.
- Ada Township has the right to cancel a rental event if any of the guidelines are breached. (Ex. unauthorized alcohol, damage to the facility, disturbance to other park visitors, not following staff request, etc.). No refund will be issued for that kind of cancellation.

Amy Van Andel Library - Summary of Rental Facilities & Fees

Community Rooms – Two available

Hours of Availability for Rental of the Community Rooms

Monday	9:30 am - 8:00 pm
Tuesday	9:30 am - 5:00 pm
Wednesday	9:30 am - 5:00 pm
Thursday	12:00 pm - 8:00 pm
Friday	9:30 am - 5:00 pm
Saturday	9:30 am - 1:30 pm
Sunday	Closed

Community Room #1

- Maximum seating capacity of 60, varies depending on set up.
- Tables and chairs may be configured in classroom, auditorium, board meeting or dining styles. 6-foot tables fit 2 to 4 chairs.
- Room includes projector and screen on one wall. Audio Visual (AV) system requires your own laptop computer. Microphone available.

Rates for Ada Residents and Non-Profit Groups

Monday-Thursday	\$200.00 for first two hours + \$50 per hour thereafter
Friday – Saturday	\$225.00 for first two hours + \$60 per hour thereafter

Rates for Non-Residents

Monday-Thursday	\$300.00 for first two hours + \$60 per hour thereafter
Friday – Saturday	\$350.00 for first two hours + \$80 per hour thereafter

Community Room #2

- Maximum seating capacity of 30, varies depending on set up.
- Tables and chairs may be arranged in classroom, auditorium, board meeting or dining styles. 6-foot tables fit 2-4 chairs.
- Two LCD screens, front and back walls. AV system requires your own laptop computer. Microphone available.

Rates for Ada Residents and Non-Profit Groups

Monday-Thursday	\$175.00 for first two hours + \$40 per hour thereafter
Friday – Sunday	\$200.00 for first two hours + \$50 per hour thereafter

Rates for Non-Residents

Monday-Thursday	\$275.00 for first two hours + \$50 per hour thereafter
Friday – Sunday	\$300.00 for first two hours + \$70 per hour thereafter

Rate for non-profit groups and Ada businesses holding small meetings.

Monday – Friday 9:30 am- 5:00 pm \$100 for two hours, no time extension.
Group size limited to 15 people.

Kitchenette

Available as an addition fee to community room and common area rentals: \$50 per event.

Common Areas:

The “Common Areas” include the Main Lobby and Upper Lobby areas on each floor and the outdoor Courtyard. Availability is very limited. These areas can only be rented outside of normal library hours given their support needs of other library functions as noted below:

Wednesdays:	6:00 pm - 10:00 pm
Fridays:	6:00 pm - 10:00 pm
Saturdays:	2:00 pm - 9:00 pm

Area and seating capacity vary depending on set up

Main Lobby – maximum 75 Upper Lobby – maximum 25 Courtyard – maximum 40

The two lobby’s may be rented separately or together. Rentals of the community rooms may be rented separately from the lobbies or together as well. Use of the Community rooms for the same events are additional fees.

- Tables and chairs may be arranged in formations adequate for strolling events, mixers, or networking events. Not adequate space for classroom, seminar, or auditorium set up.
- AV equipment is not available in the Lobby’s or Courtyard.
- Adjacent kitchenette can be utilized per the previously outlined fee.
- Activities must remain in rented spaces and not in attached library sections.
- Alcohol use requires a separate permit and additional fee.

Initial Fees and Charges

Main Lobby Area:	\$700.00 for the first two hours \$100.00 per hour thereafter
Upstairs Lobby area:	\$600.00 for the first two hours \$100.00 per hour thereafter
Courtyard:	\$250.00 for the first two hours \$100.00 per hour thereafter

Rental Guidelines for the Amy Van Andel Library

These guidelines serve as rules for use for all renters of facilities in the Amy Van Andel Library in Ada Township. Department.

Rental Areas

- Rental of the Community Rooms, Common Areas and Kitchenette are just for use of those specific areas in the library and do not apply to use of other areas or facilities in the library.
- Restrooms are open for use to all people in the library.

AV Equipment

- Coordination and use of audio-visual systems are to be requested at the time of the rental request.
- Renters are responsible for their own laptop computer to be used with the AV system.

Damages

- Renters (including an organization they represent), are responsible for all damages to Library and Township property arising from a rental event or actions of their guest.
- Cost for repair of damages to the facility causes by the renter, their guest or activity will be billed to the renter.
- Renters are to report any damages at the time of their event.

Cleaning, Trash and Recyclables

- All trash items are to be put in containers provided.
- Recyclable materials should be clean and placed in the recycle bin provided.
- Renters are responsible for clean-up of their own materials and any messes in the rooms.
- Renters are to report any issues at the time of their event.

Alcohol and Tobacco

- The library is a tobacco free facility.
- Smoking and vaping are not allowed in the Library or near the entrances.
- Alcohol is not permitted inside the library without prior authorization from the Ada Township Parks and Recreation Department. This requires a pre-approved permit and a \$75 fee while setting up the reservation. Open alcohol is not permitted outside on the grounds or parking lot.

Pets

- Pets are not permitted inside the building unless service animals or pre-approved for special events.

Noise/Nuisance

- Loud noise and rowdy behavior in the rooms or building are not permitted.
- Sound systems beyond the facility AV systems need prior approval.

Decorations

- Decorations may not be adhered to the screens, walls, ceiling, floors or furnishings.
- Confetti or glitter is not permitted, including confetti in balloons.
- All decorations or displays must be removed before leaving.

Food Trucks

- Food trucks are only permitted with prior permission from the Parks Department.

Heating, AC Controls

- The room temperature is pre-set by park and library staff. It may be adjusted by request.

Additional Laws and Ordinances

- All Federal, State and Local laws and Township Ordinances apply to activities in the library.
- Current Michigan Department of Health and Human Services protocols apply to activities in the library.

Indemnification

- Through the rental agreement, Renters are to indemnify and hold harmless Ada Township, Kent District Library and their representatives from all damages or loss arising from the use of and activities in the Ada Township Library facility.

Responsibility

- By making a reservation and paying the rental fees, it is understood that the renter will adhere to all the guidelines.