



**Ada Township
Parks & Recreation Department**

Park Facilities - Rental Guidelines and Fees

10-1-23

Ada Township Parks & Recreation Department has rental facilities available at the following parks: Ada Park, Roselle Park, Leonard Field Park, Legacy Park.

Rental requests are to be processed and coordinated through the Ada Township Parks and Recreation Department. Outlined below are the general policies for use, rental process and reservation procedures and facility listings and associated rental fees. For additional information, contact the Ada Township Parks & Recreation Department at 616-676-0520, email adaparks@adatownshipmi.com or stop into the Park Office

General Rental Policies

Regulations:

- A complete listing of park rules and regulations is available from the Park Office and web site: www.adatownshipmi.com
- Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- Dogs must be on a leash and picked up after. Dogs are not allowed inside buildings unless as services animals or pre-approved by the Parks Department.
- Alcohol is not permitted in the Township Parks or facilities without prior authorization from the Ada Township Parks and Recreation Department or in designated Social Districts. This requires a pre-approved permit and a \$75 fee while setting up the reservation.
- Smoking and vaping are prohibited inside the buildings, at the playgrounds, ballfield bleachers, and on the courts.
- Renters (including an organization they represent), are responsible for all damages to Township property arising from a rental event or actions of their guests. 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.
- Full payment of fees must be made prior to the reservation date to hold a facility.
- Cancellations made by the renter prior to ten days of an event may be eligible for a refund minus a \$25 processing fee. Cancellation made by the renters within 10 days of an event will not be eligible for a refund.
- Ada Township has the right to cancel a rental event if any of the guidelines are breached. (Ex. Unauthorized alcohol, damages to facility, disturbance to park visitors, not following staff request, etc.). No refund will be issued for that kind of cancellation.
- Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues. In such cases, renters may be refunded or rescheduled to another available date.
- Food trucks are only permitted with prior permission from the Parks Department. Food trucks must be self-contained, supply their own power, and not block handicap parking spaces or entrances to any building or facility.

- Residency versus non-resident fees are based on the residency status of persons or businesses making and responsible for the reservation. Ada Township residents and businesses that pay property taxes to Ada Township receive the noted discounted rates. If you have a “mailing address” that says Ada, but you pay your property taxes to another community, you are not eligible for the “resident” rate. In most situations, non-profit groups are charged at the resident rates.
- Through the rental agreement, Renters are to indemnify and hold harmless Ada Township and their representatives from all damages or loss arising from the use of and activities in the Ada Township Parks and facilities.

Rental Process and 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 (*new link coming this fall*)
- Set up and tear down/clean up time should be accounted for and reflected in your reservation timeframe request.
- A site visit is available to review the facility prior to your reservation upon request.
- 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” with the facility you are renting stated in the note section of the check.
- Payments are to be submitted to Ada Township Hall, P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301 or online.
- Credit card payments are available at the Township Hall and for Online reservations.

Summary of Park Facilities and Rates

Residency versus non-resident fees are based on the residency status of persons or businesses making and responsible for the reservation. Ada Township residents and businesses that pay property taxes to Ada Township receive the noted discounted rates. In most situations, non-profit groups are charged at the resident rates.

Ada Township Park: 1180 Buttrick Dr., Ada 49301

Rental facilities available: Shelter, Gazebos, Athletic Fields, and Courts

Available April 1st - October 31st 8:00 a.m. - Dusk

Shelter

Located adjacent to the playground. Accommodates 60-80 people with 12 picnic tables.

Amenities: restrooms, grill, electric hook-up and a water source.

Resident and Non-Profit \$100.00 for the first four hours; \$25/hour thereafter.

Non-Resident \$125.00 for the first four hours; \$30/hour thereafter.

Large Triple Gazebo

Located by the pond. Accommodates 30-48 people with 6 picnic tables for seating.

Amenities: grill and electric hook-up. No restroom or water. Port-a-john nearby.

Ada Resident and Non-Profit \$75.00 for the first four hours; \$20/hour thereafter.

Non-Resident \$100.00 for the first four hours; \$25/hour thereafter.

Small Single Gazebo

Located in the arboretum. Accommodates 12-16 people with 2 picnic tables for seating.

Amenities: small grill, shelter restroom nearby.

Ada Resident and Non-Profit \$35.00 for the first four hours; \$15/hour thereafter.

Non-Resident \$50.00 for the first four hours; \$20/hour thereafter.

Softball Fields No lights, available only to dusk.

Non-prepped, as is: \$25.00 per hour up to 4 hours

Field prep fee (dragged and lined): \$75.00 per field/game up to 4 hours

Softball/Baseball Tournaments

Full-Service Rate (4 hr min – 10 hr max) \$350.00/day/field

Self Service Rate (4 hr min -10 hr max) \$225.00/day/field

Soccer & Athletic Fields \$20.00 per hour per field

Tennis, Pickle Ball & Basketball Courts \$20.00 per hour per court

Leonard Field Park: 7490 Thornapple Driver Drive, Ada 49301

Rental facilities available: Softball field, Plaza deck west of the Bridge, River Overlook deck east of the Bridge (includes nearby lawn area).

Available April 1st - October 31st 8:00 a.m. - Dusk

Softball Field

Non-prepped (as is):	\$25.00 per hour per field up to 4 hours
Field prep fee:	\$75.00 per field per game up to 4 hours
Lights:	\$25.00 per hour

Softball/Baseball Tournaments

Full-Service Rate (4 hr min – 10 hr max)	\$350.00/day/field
Self Service Rate (4 hr - 10 hr max)	\$225.00/day/field

Riverside Overlook Deck and Plaza

The Riverside Overlook Deck is located east of the Covered Bridge. The Plaza is located west of the Covered Bridge. These may be reserved and rented for small gatherings.

Group size is limited to 50 people.

<u>Resident and Non-Profit Rate</u>	\$75.00 for the first four hours; \$20/hour thereafter.
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<u>Non-Resident</u>	\$100.00 for the first four hours; \$25/hour thereafter.
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**The Ada Covered Bridge is not available for reservations, rentals, or private use.
It must always remain open to the public.**

Legacy Park- In Honor of Helen and Richard DeVos:

7430 River Street, Ada MI 49301

Amenities include playground, outside tables, amphitheater, walking path, river view.

Rental facilities available: Pavilion/Stage and area around it with areas of the lawn.

Available April 1st - October 31st 8:00 a.m. - Dusk

Amphitheater Area

Residents and Non-Profits:

Monday-Thursday, 8:00 am– 9:00 pm	\$200.00 for first two hour +\$ 50 per hour thereafter
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Friday – Sunday, 8:00 am-9:00 pm	\$225 for first two hours + \$60 per hour thereafter
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Non-Residents:

Monday- Thursday, 8:00 am– 9:00 pm	\$300.00 for first two hours + \$60 per hour thereafter
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Friday – Sunday, 8am-9pm	\$350.00 for first two hours + \$80 per hour thereafter
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Lawn Areas

There are areas of the lawn that may be reserved for small group gatherings.

Group size is limited to 100 people. No tent stakes may be put into the lawn.

<u>Resident Rate</u>	\$75.00 for the first four hours; \$20 per hour thereafter
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<u>Non-Resident Rate</u>	\$100.00 for the first four hours; \$25 per hour thereafter
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Roselle Park: 1010 Grand River Drive NE, Ada 49301

Roselle Park Building Meeting Room

- Amenities: meeting room inside the building, small kitchenette, adjacent public restroom.
- Open year-round for rentals, excluding holidays.
- Hours of availability: 8:00 a.m. through 9:00 p.m.
- Room capacity varies depending on set up, approximately 60-70 people seated.
- Parking spaces are limited to 70 vehicles.
- The kitchenette contains a sink, table, and refrigerator (no stove or cooking amenities).
- Projector, screen, and microphones are available with an added fee of \$25.00 per event.

Residents and businesses:

Monday-Thursday, 8:00 am - 9:00 pm \$200.00 for first two hours + \$50 per hour thereafter

Friday – Sunday, 8:00 am - 9:00 pm \$225.00 for first two hours + \$60 per hour thereafter

Non-Residents:

Monday- Thursday, 8 am– 9 pm \$300.00 for first two hours + \$60 per hour thereafter

Friday – Sunday, 8am-9pm \$350.00 for first two hours + \$80 per hour thereafter

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

Monday – Friday 8:00 am- 5:00 pm \$100 for two hours, no time extension.

Group size limited to 15 people.

Audio Visual system \$25.00 per event

Lawn Area across from parking lot

A lawn area across from the parking lot from the building may be reserved for small group gatherings. Group size is limited to 50 people. 10 x 10 canopies permitted.

If renting the room inside the building, this would be an additional fee.

Resident Rate \$50.00 for the first four hours; \$20/hour thereafter.

Non-Resident Rate \$75.00 for the first four hours; \$25/hour thereafter.

Special Events

- Special events and large group rates apply to activities that substantially restrict or displace others from visiting a park by potentially taking up substantial parking, restricting use of facilities, limiting access to trails, or requiring additional staff time or extended hours.
- Availability for special events such as races or large group gatherings are limited since the parks and trails must always remain open to the public. The availability is also limited due to other activities scheduled throughout the year. Holidays are not available.
- Parking is limited at each site: Ada Park 100 cars; Roselle Park 70 cars, Leonard Field 30 cars. Legacy Park does not have designated parking.
- Fees for use of rental facilities such as indoor rooms or outdoor shelters may be charged in addition to the special event fee.
- Rates:
 - Ada Residents and non-profit groups: \$350 per day per park
 - Non-Residents: \$450 per day per park
- Any additional park staff requested for assistance with an event: \$30/hour.