



Amy VanAndel Library – Ada Community Center

Community Rooms Rental Fees and Guidelines for Use

Updated 7-29-21

Please review the following guidelines prior to submitting a request for the use of a Community Room at the Amy VanAndel Library – Ada Community Center. Acknowledgement of the guidelines are required in rental agreements.

Facility Overview

- The Amy VanAndel / Kent District Library is located at 7215 Headley St SE, Ada, MI.
- The facility is cooperatively operated by Ada Township and the Kent District Library.
- The library is located in the Village of Ada close to walking paths, business, restaurants and parks.
- The library, community rooms and parking lot are fully accessible.
- Inside the Library are two community rooms available for rental.

Library Hours of Operation *See below for rental hours*

Monday	9:30 a.m. – 8:00 p.m.
Tuesday	9:30 a.m. – 5:00 p.m.
Wednesday	9:30 a.m. – 5:00 p.m.
Thursday	12:00 noon – 8:00 p.m.
Friday	9:30 a.m. – 5:00 p.m.
Saturday	9:30 a.m. – 1:30 p.m.
Sunday	1:00 p.m. – 5:00 p.m. (<i>Labor Day to Memorial Day</i>)

Rental Facilities

- Two Community Rooms are available on the second floor. Elevator available. Fees apply.
- A kitchenette is adjacent to the Community Rooms. Fees apply.

Community Room #1

- Larger of the two rooms - seating capacity varies depending on set up – maximum 74
- Tables and chairs may be arranged in classroom, auditorium, board meeting or dining styles
- Small tables fit 2 – 4 chairs
- Large drop-down screen on front wall, AV system requires your own laptop computer
- Kitchenette down the hall – additional fee

Community Room #2

- Room and seating capacity vary depending on set up – maximum 49
- Tables and chairs may be arranged in classroom, auditorium, board meeting or dining styles
- Small tables fit 2 – 4 chairs
- Two LCD screens, front and back walls, AV system requires your own laptop computer
- Adjacent kitchenette – additional fee

Days and Hours of Availability for Rental of the Community Rooms

Mondays	8:30 a.m. – 8:00 p.m.
Tuesdays	8:30 a.m. – 5:00 p.m.
Wednesdays	8:30 a.m. – 5:00 p.m.
Thursdays	12:00 p.m. – 8:00 p.m.
Fridays;	8:30 a.m. – 5:00 p.m.
Saturdays.	9:30 a.m. – 1:30 p.m.

They are not available on Sundays or Holidays.

Reservation and Rental Procedures

- Reservations should be made through the Ada Township Park Office by phone, email, or in person:
The Ada Township Park office is located at 1180 Buttrick, Ada, MI
Phone : 616-676-0520 Fax: 616-676- 5870 Email: adaparks@adatownshipmi.com
- Online reservations will be available at a later 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”
- Rental agreements and payments are to be submitted to Ada Township Hall, P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301

Fees and Charges

Both Resident and Non-Resident rates apply.

*Resident status refers to Ada Township taxpayers and households, businesses and community groups located in Ada Township.

*Resident rates also apply to non-profit groups and schools.

Community Rooms #1 (larger room)

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

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 Rooms #2 (smaller room)

Ada Residents and Non-profit groups

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

Non-Residents

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

Kitchenette

Additional fee for use	\$100 for the first two hours + \$50 per hour thereafter
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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.
- Severe weather or other unforeseen conditions may result in the building not being available or delay of the event. Ada Township, the Ada Township Parks Department and the Kent District Library hold the right to cancel an event and/or close the Library in such conditions. In doing so, your rental fee will be refunded or event re-scheduled.
- Ada Township and Ada Township Parks Department has the right to cancel a rental event if any of the guidelines are breached. No refund will be issued for that kind of cancellation.

For additional information or special needs, please contact the Ada Township Park Office:

- 616-676-0520 e-mail: adaparks@adatownshipmi.com

Guidelines for Renters of the Amy VanAndel Library Community Rooms

COVID-19 Protocols

- Current State of Michigan (MDHHS) COVID-19 protocols apply to all rentals and activities.
- Renters are to take full responsibility for all their staff and guests adhering to COVID-19 protocols.

AV and Screen Use

- 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

Rental Area

- Rental of the Community Rooms and Kitchenette is just for use of those areas in the Library and do not apply to use of other areas or facilities in the Library beside the restrooms.

Damages

- Renters, the organization they represent, and guests are responsible for all damages to Library and Township property arising from a rental event.
- Renters are to report any damages at the time of their event.

Cleaning, Trash and Recyclables

- All trash is to be put in containers provided.
- Recyclable materials should be clean and placed in the recycle bin provided.
- All decorations or displays must be removed before leaving
- Renters are responsible for clean-up of their own materials and any messes in the rooms.

Alcohol and Tobacco

- The Library is a tobacco free facility.
- Smoking and vapor products are not allowed in the building or near the entrances.
- Alcohol is not permitted in the Library without prior authorization from the Ada Township Board.

Animals and Pets

- Pets are not permitted inside the building unless pre-approved for special needs or 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.

Heating, AC controls

- The room temperature is 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.

Indemnification

- Renters are to indemnify Ada Township, Kent District Library and their representatives from all damages or loss arising from the use of Township property.

Responsibility

- By making a reservation it is understood that the renter will adhere to the guidelines.