



Ada Township

Parks & Recreation Department

Facility Use Fees

Ada Township Parks & Recreation Department has three parks with rental facilities. These include Ada Township Park, Roselle Park and Leonard Field Park. The information below provides a framework for the fees associated with reservations, rentals and other services.

For additional information or to make a reservation, contact the Ada Township Parks & Recreation Department at 616-676-0520 or mfitzpatrick@adatownshipmi.com

General Rental Policies

- *Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- *No alcohol is permitted in the Township Parks without special permit by the Ada Township Board.
- *Smoking is prohibited inside or near the entrance of any facilities, near the playgrounds, courts and athletic fields.
- *Payments must be made at the time of the reservation to hold a facility.
- *Cancellations must be made prior to ten days of an event for a partial refund. A processing fee of 10% with a \$10 minimum will be applied to all refunds.
- *Damage deposits of \$100.00 are required for large events and private rentals at Roselle Park. Additional fees will be charged if damages exceed \$100.00.
- *Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues. Refunds or credit would then be available.
- *A complete listing of park rules and regulations is available from the Park office and web site.
- *Resident status is determined as those property owners paying taxes to Ada Township.

Ada Township Park

Located at 1180 Buttrick Dr., Ada 49301

Rental facilities available: Shelter, Gazebos, athletic fields and courts

Shelter/Pavilion-

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

Located adjacent to the playground. Accommodates 72-96 people with (12) picnic tables.

Has restrooms, a large grill, electric hook-up and a water source.

Resident and Non-Profit Group rate \$50.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$100.00 for the first four hours; \$10/hour thereafter.

Large/Triple Gazebo

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

Located by the pond. Accommodates 36-48 people with (6) picnic tables for seating.

Has a large grill and electric hook-up. No restroom or water. Port-a-john nearby.

Ada Resident and Non-Profit rate \$35.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$75.00 for the first four hours; \$10/hour thereafter.

Small Single Gazebo

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

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

Has a small grill, shelter restroom nearby.

Ada Resident rate \$30.00 for the first four hours; \$10/hour thereafter.

Non-Resident rate \$60.00 for the first four hours; \$10/hour thereafter.

Les Craig Learning Center

Small meeting room adjacent to the Park office. Able to hold up to 40 people.

Available only to local non-profit organizations, groups sponsored by Ada residents and Ada businesses. Not available for private groups. Tables, chairs, screen, sink, single restroom.

During business hours (8 a.m.-5 p.m.) \$35.00 for the first four hours; \$10/hour thereafter.

Outside of Business Hours \$45.00 for the first four hours; \$10/hour thereafter.

Softball Fields

No lights, available only to dusk.

Non-prepped (as is) rate \$15.00 per hour

Field prep fees: \$60.00-\$75.00 per field (based on number of games)

Umpires: Based on current contractual rates

Soccer Field \$15.00 per hour

Athletic Field \$15.00 per hour

Tennis and Pickle Ball Courts \$15.00 per hour

Basketball Court \$15.00 per hour

Leonard Field Park

7490 Thornapple River Dr., Ada 49301 (Next to the Ada Covered Bridge)

There are no building facilities available to rent at this park.

Riverside decks

Two decks are located near the river that may be reserved and rented for small gatherings.

They have limited availability. Group size is limited to 30 people.

Resident Rate \$50.00 for the first four hours; \$10/hour thereafter.

Non-Resident Rate \$75.00 for the first four hours; \$10/hour thereafter.

The Ada Covered Bridge is not available for reservations, rentals or private use.

It must remain open to the public at all times.

Softball Field

Non-prepped (as is) rate \$15.00 per hour

Field prep fee: \$60.00-\$75.00 per field (based on number of games)

Lights \$20.00 / hour

Scoreboard \$15.00 / hour

Umpires Based on current contractual rates

Roselle Park

1010 Grand River Dr., NE, Ada 49301

Currently the only rental facility is a meeting room inside the main building.

Roselle Park Building Meeting Room

Meeting room inside the building with a small kitchenette. Adjacent public restroom. Room capacity varies depending on set up, generally 75 people for auditorium style seating and 65 with seating around tables. Parking spaces are limited to 75 vehicles. The kitchenette contains a sink, table and refrigerator (no stove or cooking amenities).

Projector, screen and microphones are available with staff assistance and an added fee of \$10.00. Primary hours of availability: 8:00 a.m. through 9:00 p.m. Additional fees for extended hours.

Non-Profit groups, local community groups and business meetings:

During business hours (8-5) \$75.00 for first two hours + \$20 per hour thereafter.

Evenings (5-9) and weekends (8-9) \$100.00 for first two hours + \$20 per hour thereafter.

Private Groups:

Ada Residents

During business hours \$100.00 for first two hours + \$25 per hour thereafter.

Evenings and weekends \$125.00 for first two hours + \$30 per hour thereafter.

Non-Residents

During business hours \$150.00 for first two hours + \$50 per hour thereafter.

Evenings and weekends \$200.00 for first two hours + \$60 per hour thereafter.

Settlers Grove Riverside Park

No rental facilities are available at this time. The park is to open in the fall of 2018.

Damage Deposit

A damage deposit will be required, prior to use, for large special events in the parks, groups over 75 people, private events at Roselle Park, events with extended hours and activities that have potential for damage to the facilities.

Damage Deposit Fee: \$100.00

To be paid by a separate check at time of reserving the facility. The check will be returned or destroyed after the event if no damages occur. The cost of damages and additional staff time will be deducted from the \$100.00. Cost of damages over the \$100.00 level will be billed to the customer.

Special events and large group events

Special events are considered activities that need more than a particular venue within the park such as a shelter, gazebo or meeting room. These may also include substantial use of parking or space in or around a park. Availability for special events such as 5-K runs or large group gatherings are limited since the parks must remain open to the public at all times and many other activities are scheduled.

Parking is limited at each site (Ada Park 100; Roselle Park 80, Leonard Field 30) unless other arrangements are made.

Rates are for the base fee for an event. Additional fees may be added for use of facilities, meeting rooms and staff support.

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| Residents and non-profit groups rate | \$150.00 |
| Non-resident and for-profit business rate | \$250.00 |
| Damage deposit required | \$100.00 |

Recreation Program Fees

Ada Township Parks and Recreation Department offers a range of recreation and education programs for all ages. Contact the Park office for listings, fees or to receive program announcements and brochures.

Ada Township Parks & Recreation Department
P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301
Phone: 616-676-0520 e-mail: c/o_mfitzpatrick@adatownshipmi.com
Web site: www.adatownshipmi.com