



Roselle Park Meeting Room Guidelines for Facility Reservations and Rental

Please review the following guidelines prior to submitting a request for the use of the Community Meeting Room at Roselle Park. Acknowledgement of these guidelines are required in rental agreements.



Facility Overview

- Roselle Park is located at 1010 Grand River Drive, Ada, MI 49301, north of the Village.
- The park is 240 acres along the Grand River.
- Within the park is the new Community Resource Building with public restrooms and a large meeting room.

Reservation and Rental Procedures

- Reservations should be made through the Ada Township Park Office by walk-in, phone or email:
The Ada Township Park office is located at 1180 Buttrick, Ada, MI 49301
Phone : 616-676-0520 Fax: 616-676- 5870 Email: mfitzpatrick@adatownshipmi.com
- Online reservations are not available at this 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.

Availability

- The meeting room rental is available between 8:00 a.m. and 9:00 p.m.
- Reservations are not accepted beyond one year in advance.

Accessibility

The meeting room and parking lots are fully handicap accessible. Hearing support devices are available for audio presentations.

Capacity and Room Set Up

- Room capacity varies depending on set up – generally 80 for auditorium style seating and 65 with seating around tables.
- Thirteen 6' banquet tables and 80 chairs are available for use in the room. These may be arranged in a theater style set up, board meeting style or for eating.
- Bringing in alternative or rented tables requires prior approval.
- Park staff will place the number of chairs and tables and in the room, and to the format requested. Renters will need to complete final set-up to meet their needs.

Fees and Charges

Room use fees:

Ada Residents and Non-profit groups

Resident status includes households, community groups and businesses located in Ada Township.

Non-profit groups include 501 3(c) business and schools.

During Business hours (8 am– 5 pm)	\$100.00 for first two hours + \$25 per hour thereafter
Evenings (5-9) and weekends (8-9)	\$125.00 for first two hours + \$30 per hour thereafter

Non-Residents

During business hours (8 am– 5 pm)	\$150.00 for first two hours + \$40 per hour thereafter
Evenings (5-9) and weekends (8-9)	\$200.00 for first two hours + \$50 per hour thereafter

Audio-visual Equipment: \$10.00

(Includes screen, projector & microphone)

Note that a separate fee of \$150.00 applies for special and large group events in the park (held outside of the building).

Payments are to be made by check to “Ada Township.”

Cancellation Policy

- Cancellations made at least 10 days prior to the event date are entitled to a refund, less a 10% processing fee.
- Refunds will be paid by check mailed out after the schedule date.
- Severe weather or other unforeseen conditions may result in the building not being available or delay of the event. The Ada Parks Department holds the right to cancel an event and/or close the park in such conditions. In doing so, your rental fee will be refunded or event re-scheduled.
- The Ada Township Parks & Recreation Department has the right to cancel the event if any of the guidelines are breached. No refund will be issued for that kind of cancelation.

Amenities

Parking

- Parking for up to 75 vehicles is available in the main lot. If the secondary lot (capacity of 45) is also filled a special event rate may be assessed.
- Parking or driving on sidewalks, bike paths or lawns is not permitted.

Audio/Visual

- The room is equipped with a large screen, projector and wireless microphone. These may only be used if the rental charge is paid. Renters need to provide their own laptop computers and a person to manage the computer.

Kitchenette

- A small kitchenette is available and includes a counter, sink and refrigerator.
- Outlets for electric cords to run hot-pots and other devices are limited.

Food and Caterers

- Potluck food service and/or caterers are allowed & must be noted at the time of reservation.

Guidelines

Damages

- You and the organization you represent are responsible for all damages to Township property arising from your event, and all of you will indemnify Ada Township and its representatives from all loss, including reasonable attorney's fees, arising from your use of Township property.

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 their own clean-up. Additional fees may be charged if not.

Alcohol and Tobacco

- Roselle is a tobacco free establishment.
- Smoking and vapor products are not allowed in the building or near the entrances.
- Alcohol is not permitted in any Township Park or the building at Roselle Park without authorization from the Township Board.

Animals and Pets

- Pets are not permitted inside the building unless pre-approved for special needs.
- Pets must be leashed at all times in the park.

Disturbing Noise/Nuisance

- Anything causing a public nuisance at the building or in the park is not permitted.

Decorations

- Decorations may not be adhered to the walls, ceiling, floors or furnishings.

Heating, AC controls & Fireplace

- The room temperature is set by park staff and may be adjusted by request.
- Doors and windows are to be kept closed.
- A gas fireplace is available upon request.

Guideline and Responsibility

- By making a reservation it is understood that the renter has reviewed the rules and guidelines and will adhere to them.

All other Federal, State and Local laws, Township Ordinances and Park Rules apply to activities in the park and the building. See our website for a more complete listing: www.adatownshipmi.com

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

Ada Township Parks & Recreation Department

- Park office location: Ada Township Park, 1180 Buttrick Dr., Ada, MI 49301
- Mailing address: P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301
- 616-676-0520 (office) 616-862-0584 (cell) 616-676-5870 (fax)
- Email: mfitzpatrick@adatowshipmi.com web site: www.adatownshipmi.com