



**Ada Township
Parks & Recreation Department**

Park Facilities - Use & Rental Fees
Updated 7-20-21

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

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

General Rental Policies

- *Park grounds are open daily, dawn to dusk. Rentals after dark need prior approval.
- *Payment of fees must be made prior to a reservation to hold a facility.
- *No alcohol is permitted in the Township Parks or facilities without prior approval of the Township Board.
- *Smoking is prohibited inside the buildings, at the playgrounds, and on the courts.
- *Cancellations must be made prior to ten days of an event for a partial refund. A processing fee will be applied to all refunds.
- *Ada Township reserves the right to cancel events due to emergency situations such as extreme weather or facility issues. Refunds or credit to another date 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.
- *Damages: You, and the organization you represent, are responsible for all damages to Township property arising from your event, and you are to indemnify Ada Township and its representatives from all loss arising from your use of a Township property.
- *Current State of Michigan/MDHHS COVID-19 protocols apply to all parks, facilities and activities within them.

Both Resident and Non-Resident rates apply.

- *Resident status refers to Ada Township residents, households, businesses and community groups located in Ada Township. The discount is for those that pay property taxes to Ada Township. 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.
- *Resident rates also apply to non-profit groups and schools.
- *Non-Resident rates are for those outside of Ada Township and/or not paying Ada property taxes

Summary of Fees:

Ada Township Park

Located at 1180 Buttrick Dr., Ada 49301

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

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

Shelter/Pavilion-

Located adjacent to the playground. Accommodates 60-80 people with (8-12) picnic tables.

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

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

Non-Resident rate \$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.

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

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

Non-Resident rate \$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.

Has a small grill, shelter restroom nearby.

Ada Resident rate \$35.00 for the first four hours; \$15/hour thereafter.

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

Softball Fields No lights, available only to dusk.

Non-prepped, as is, rate \$15.00 per hour

Field prep fees: \$70.00 per field/game

Soccer & Athletic Fields \$15.00 per hour

Tennis, Pickle Ball & Basketball Courts \$15.00 per hour

Leonard Field Park

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

Rental facilities available: Softball field, decks and lawn area along the river

Softball Field

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

Field prep fee: \$70.00 per field/game

Lights \$25.00 per hour

Scoreboard \$15.00 per hour

Riverside decks

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

Group size is limited to 30 people.

Resident Rate \$50.00 for the first four hours; \$15/hour thereafter.

Non-Resident Rate \$75.00 for the first four hours; \$20/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.

Roselle Park

1010 Grand River Dr., NE, Ada 49301

Rental facilities available: Meeting room inside the building

Roselle Park Building Meeting Room

Hours of availability: 8:00 a.m. through 9:00 p.m.

Meeting room inside the building with a small kitchenette. Adjacent public restroom. Room capacity varies depending on set up, generally 70 people for auditorium style seating and 60 with seating around tables. 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.

Ada Residents, businesses and Non-Profit groups:

Monday – Thursday, 8 am – 9 pm \$175.00 for first two hours + \$40/hour thereafter

Friday – Sunday, 8 am – 9 pm \$200.00 for first two hours + \$50/hour thereafter

Non-Residents

Monday – Thursday, 8 am – 9 pm \$275.00 for first two hours + \$50/hour thereafter

Friday – Sunday, 8 am – 9 pm \$300.00 for first two hours + \$70/hour thereafter

Audia Visual system \$20.00 per event

Lawn Area

A lawn area across the lot from the building may be reserved for small group gatherings.

Group size is limited to 35 people.

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.

Legacy Park – In Honor of Helen and Richard DeVos

7450 River Street in the Village of Ada

Park amenities include playground, outside tables, amphitheater, walking path, river view.

Rental facilities available: Pavilion/Stage and area around it, designated areas of lawn.

Hours of availability: 8:00 a.m. through 9:00 p.m.

Van Andel Family Pavilion

Outdoor stage and lawn area around it.

Ada Residents, businesses and Non-Profit groups:

Monday – Thursday, 8 am – 9 pm \$175.00 for first two hours + \$40/hour thereafter

Friday – Sunday, 8 am – 9 pm \$200.00 for first two hours + \$50/hour thereafter

Non-Residents

Monday – Thursday, 8 am – 9 pm \$275.00 for first two hours + \$50/hour thereafter

Friday – Sunday, 8 am – 9 pm \$300.00 for first two hours + \$70/hour thereafter

Lawn Areas

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

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

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 Fee

Special events and large group rates apply to activities that substantially restrict or displace others from visiting a park by taking up substantial parking, requiring added amenities, added staff time or extended hours. Rates are for the base fee for an event, additional fees may be added for use of facilities and staff support.

Availability for special events such as 5-K runs or large group gatherings are limited since the parks and trails must remain open to the public at all times and many other activities are scheduled throughout the year. Parking is also limited at each site: Ada Park 100 cars; Roselle Park 70 cars, Leonard Field 30 cars. Legacy Park does not have designated parking.

Ada Residents, businesses and Non-Profit groups:	\$250.00
Non-Residents	\$350.00

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 adaparks@adatownshipmi.com](mailto:c/o_adaparks@adatownshipmi.com)
Web site: www.adatownshipmi.com



Ada Township
Amy VanAndel Kent District Library
Community Rooms Rental Fees

Rental of two Community Rooms inside the new Amy VanAndel Library are to be coordinated through the Ada Township Park office.

Community Room #1

- Larger of the two rooms - seating capacity vary 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

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

Hours of Availability for Rental of Facilities

- The Community rooms are available for rentals 8:30 a.m. – 5:00 p.m. on Mondays, Tuesdays, Wednesdays and Fridays; 8:30 a.m. – 8:00 p.m. on Wednesdays; and 9:30 a.m. – 1:30 pm on Saturdays. They are not available on Sundays.

Rental Rates for Community Rooms #1 & #2 and the Kitchenette

Community Rooms #1

Ada Residents and Non-profit groups

Monday-Thursday	\$200.00 for first two hours + \$50 per hour thereafter
Friday – Sunday	\$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 – Sunday	\$350.00 for first two hours + \$80 per hour thereafter

Community Rooms #2

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

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

Kitchenette

Additional fee to the rooms \$100 for the first two hours + \$50 per hour thereafter