Rental Guidelines*

* A comprehensive list of rules, regulations and policies will be presented at the time of **the rental** agreement processing

- Reservations must be made no more than 3 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- To book rental space, the $75 Damage Deposit and $15 application fee must be paid.
- The remaining rental space payment is expected 14 days prior to the rental date.
- If rental date is booked in less than 14 days notice (with Supervisor approval) the total payment must be collected upon the reservation.
- Total payment includes rental fees, application fee along with Damage Deposit and Supervisory Fee (if applicable).
- Rental time includes time to set up and take down.
- Further guidelines apply to gatherings exclusively for Teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/ certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- If the renter does not exceed reserved rental time, and the rental space is cleaned up to look as it was prior to the rental, the full $75 damage deposit will be mailed back to the renter approximately 2-4 weeks after rental date.
- If the renter exceeds rental time, and or, the rental space is not cleaned up as to where the room appeared prior to the rental, the Supervisor may keep the full $75 Damage Deposit or adjust the Damage Deposit return accordingly.

Frequently Asked Questions

• **Are tables and chairs available?**
Yes. 6' rectangular tables and folding metal chairs are available for indoor rentals

• **May I decorate the rental space?**
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations.

• **When may I begin setting up?**
Both set-up and break-down time must be included in your rental time. Factor this in when determining the length of your rental.

• **Who is responsible for clean up**?
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.

• **How late may indoor spaces be rented?**
10pm is the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building by end of rental time period.

Raleigh Parks & Recreation
Tarboro Road Community Center Rental Information

121 N. Tarboro St.
Raleigh, NC 27610
(919) 831-6505
parks.raleighnc.gov

Monday-Friday 10am-9pm
Saturday 9am-3pm
Sunday 1pm-6pm

RALEIGH Parks and Recreation parks.raleighnc.gov

General Information & Rental Fees

RALEIGH Parks and Recreation parks.raleighnc.gov

Meeting Room #1

Rental Fee:
$70 per hr during hours of operation

$90 per hr outside hours of operation

Large meeting room that can accommodate up to 120 people. Room features tile flooring, full length wall mirror, windows, air conditioning/heat and direct access to the kitchen.

Meeting Room #2

Rental Fee:
$35 per hr during hours of operation

$55 per hr outside hours of operation

Medium size meeting room that can accommodate up to 39 people. Room features tile flooring, air conditioning/heat, dry-erase board and direct access to the kitchen.

Gymnasium

Rental Fee:
$60 per hr during hours of operation

$80 per hr outside hours of operation

Full sized gym with capacity up to 225 people. Gym has tile flooring, one full basketball court, three side basketball goals, player benches, bleachers and electronic scoreboard. Gym is not air conditioned.

Picnic Shelter

Rental Fee:
$9 per hour
2 hr Minimum

Kitchen

$20 per hr during hours of operation
$40 per hr outside hours of operation

Small warming kitchen with oven, refrigerator and microwave. Kitchen connects meeting rooms #1 & #2 together. Kitchen can be used for warming and storing foods.

Facility Request Inquiry Form

Today's Date: _____ Name (First and Last) _____

Phone#: _____ 2nd Phone#: _____ Email: _____

Preferred Room or Shelter: _____ Preferred Rental Date: _____

Time Requested: _____ Rental Type (ex: family reunion, b-day party, etc): _____

Maximum # of people in your group: _____ Approximate # of guests under 18: _____

Do you plan to serve food and/or beverage*? ___Yes ___No *Alcoholic beverages are not permitted.

Do you plan to have your event catered? ___Yes ___No If "yes", a Catering Permit is required.

Number of tables needed (6' rectangular folding tables): _____ Number of chairs needed: _____

Questions: _____