

# Rental Guidelines

1. Renters are responsible for the behavior of their guests. The rental group must remain in the rented area and all rooms must be supervised.
2. Rental equipment and supplies may not be left at the facility outside of rental hours.
3. Alcohol or other illicit drugs are not permitted on the premises. Smoking is not allowed inside the center.
4. One additional staff may be required for over 100 participants, which is paid for by renter.
5. All renters must abide by the rules and regulations. Rentals may be cancelled if policies are not followed.
6. Dance Party Requirements:
  - a. A written description of the event must be submitted prior to reserving the space for approval.
  - b. A guest list must be provided at least 48 hours prior to the event. Only those on the guest list will be allowed in the facility. Guests are not permitted to return after leaving the facility
  - c. Off-duty RPD police officer(s) must be on the premises during the event.
  - d. Certificate of Liability Insurance may be required.
  - e. There must be one adult (25 and older) for every 12 minors (17 and younger).



# Frequently Asked Questions

## When can I start setting up?

You will be able to access the space at the start of your reserved rental time. The renter will have access to the available requested equipment and may begin setting up at this time.

## Who is responsible for cleaning?

The renter is responsible for cleaning up the space. This includes, but is not limited to, vacuuming, mopping, taking out the trash and putting away chairs and tables.

## Can I put decorations in the room?

All decorations must be free standing, not taped to the walls. The renter is responsible for any damage caused. All decorations, including balloons, must be removed at the end of the rental.

## Are tables and chairs available?

Tables and chairs may be used by rental groups based on availability. We have 6' rectangular tables and blue stacking chairs. Please request the number of tables and chairs needed at time of reservation.

## How late may I rent the space?

The facility may be rented as early as 5am and as late as 11pm. The renter is responsible for supervisory fee for rentals outside of operating hours.

# Abbotts Creek Community Center

## Rental Information



9950 Durant Road  
Raleigh, NC 27614  
Phone: (919) 996-2770  
Abbotts.Creek@raleighnc.gov  
parks.raleighnc.gov

## Hours of Operation

Monday - Friday	7am - 9pm
Saturday	9am - 3pm
Sunday	1pm - 6pm



**RALEIGH** Parks,  
Recreation and  
Cultural Resources  
parks.raleighnc.gov

# Rental Spaces and Fees



## Multipurpose Room

**Rental Rate:** \$70 per hour  
**Capacity:** 136

**Square Footage:** 56' x 23'  
**Attributes:** Sink, counters



## Classroom

**Rental Rate:** \$60 per hour  
**Capacity:** 42

**Square Footage:** 26' x 35'  
**Attributes:** dry erase board, TV, sink



## Warming Kitchen

**Rental Rate:** \$20 per hour

**Attributes:** Microwave, refrigerator, stove, stand alone ice maker



## Gymnasium

**Rental Rate:** \$80 per hour  
**Capacity:** 325  
**Square Footage:** 82' x 102'

**Attributes:** Air conditioning, wood floor, 6 basketball goals, volleyball nets



## Fitness Studio

**Rental Rate:** \$60 per hour  
**Capacity:** 44

**Square Footage:** 26 x 29  
**Attributes:** upstairs, mirrors, TV

## Additional Fees

### Rental Application Fee

This non-refundable fee is required for all rental applications.

**\$15 flat fee**

### Security/Damage Deposit

This fee is required for all rentals. It may be returned at the completion of the rental, minus any overages or damage fees assessed. It may take up to approximately 6 business weeks based on type of payment.

**\$100 flat fee**

### Supervisory Fee

This fee is required for all rentals that take place after normal operating hours.

**\$20 per hour**

\*Capacity for each room is listed as the maximum. Actually capacity will vary based on room setup and intended use.

## Making a Reservation

1. Call the center to verify that the date and space requested is available. All spaces are first come, first serve. Reservations must be confirmed no less than 14 days prior to the event.
2. Determine the amount of time needed for your event. Renters must allow for set up and clean up time in the time rented. Also, all rooms must be rented for a minimum of 2 hours.
3. Return full payment and completed/signed rental agreement to the center to reserve space.
4. Additional forms that may be required:
  - Certificate of Insurance:* Million dollar policy listing the City as additionally insured.
  - Catering Permit:* Form for caterer if serving food during rental.
  - Assembly Permit:* Form for events expecting more than 100 people.
  - Vendor/Concession/Admission Form:* Form acknowledging fee required if money is taken in on City property.
5. All cancellations/refunds will follow the departments refund policy.