

Greystone Recreation Center

Rental Information

Hours of Operation

Monday – Friday 9:00am-7:00pm
 Saturday 9:00am-3:00pm

Rental Fees

Application Fee: \$15
 Damage Deposit: \$100
 Supervisory Fee: \$20/hour (beyond normal hours)

Rooms	Capacity	Cost	Room Size
Magnolia Dance Studio	281	\$70 hourly	1,969 sq ft
Cypress Classroom	90	\$70 hourly	896 sq ft
Loblolly Classroom	90	\$70 hourly	869 sq ft

Rental Procedures

- All rentals are for a 2 hour minimum. After the initial 2 hour minimum, additional rental time may be purchased in 15 minute increments.
- If the rental is after 5pm on Monday- Friday after 12noon on Saturday, then the playground will be closed to the public for open play; guaranteeing the rental participants' playground time. If the rental is during normal operational hours, the renter participants are not guaranteed playground time.
- Rental fees are payable at the time of reservation. If rental is booked two weeks or less from the start of the rental date only cash and credit cards will be accepted.
- Patrons may reserve the center four months in advance.
- Alcohol is prohibited.
- Only free standing decorations are allowed.
- Please allow time for set up and clean up in your rental time.

Refund Policy (*Refunds must be requested in writing*)

- 100% refund/credit if department cancels activity.
- 85% refund/credit of recover- able fee if patron cancels 14 calendar days or more in advance of first day of program/rental.
- 100% transfer of recoverable fee if patron requests a change 14 calendar days or more in advance of first day of program/rental.
- No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental.
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.

Playground Safety Rules

- Adult supervision is required at all times.
- No outside toys or balls are allowed on the playground.
- No food or drink on the play area.
- No climbing over the top of purple bars.
- Shoes are required on the Rock Climbing Wall.



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Rental Rules and Regulations

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Reservations will be accepted no earlier than 90 days in advance of the intended reservation date and no later than fourteen (14) calendar days prior to the intended reservation date unless space is available and staff can be secured.

Staff – Greystone Indoor Rentals

In normally staffed facilities (Greystone), a Parks & Recreation Employee must be on duty when the building is in use. If a rental requires opening a building during non-operating hours, a supervision fee of \$20 per hour must be paid by the group for the duration of the rental.

Payment

Full payment of rentals (including \$100 refundable deposit, non-refundable \$15.00 application fee, and any additional \$20/hr. supervision fee) will be made at the time the agreement is approved and issued, which must be at least 14 days prior to date of rental. All rental fees shall be made by cash, checks, credit cards or money orders accepted for rentals (*made payable to the City of Raleigh*).

Food

1. Alcoholic beverages are NOT allowed on park/facility property.
2. Smoking is prohibited inside recreation facilities.
3. Food may be served in all rooms of the facility except for the gym. If food will be sold, it must be in compliance with the following concession statement.
4. Concession rights may be granted to outside groups using the facility subject to the department receiving 20% of the gross receipts or a pre-determined set fee agreed by both parties. All appropriate licenses are applicable before concessions are granted to any group or person. All concession agreements will be negotiated with the Recreation Superintendent or his/her designee. **Concession rights have already been authorized to specific concessions for certain parklands and have first refusal.*
5. If you plan to sell food or any miscellaneous items, you must speak with the Center Director. A letter of request must be approved two weeks before the rental date.
6. Any rental utilizing an outside caterer to provide food items must complete and submit a separate Catering Permit with their paperwork. There is no additional fee for the permit.

Set-Up/Cleaning – Indoor and Outdoor Spaces

1. Set up and Clean up time must be included in the scheduled rental hours. The facility will not be available to you until the time that you have designated on your rental request form. This information must be finalized two weeks (14 days) prior to event. All times; set-up, event, and clean up, will be enforced.
2. Groups using the facility must leave it clean and in the order in which it was found. This includes, but is not limited to: stacking chairs and tables in their appropriate places; vacuuming/sweeping rooms if excessive trash has accumulated; and taking filled garbage bags, especially when food is served, to the dumpsters located outside.
3. No decorations shall be attached to the walls, ceiling, or floors without the permission of the facility supervisor. Decorations must be completely removed immediately following use (including balloons).
4. Extra clean-up work required of the custodial staff will result in an additional fee.
5. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer Ordinance, part of the Raleigh City code.
6. No property of Raleigh Parks, Recreation and Cultural Resources Department is to be removed from the premises for any reason.

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Additional Insurance

Additional insurance coverage must be provided by any group planning to hold a tournament/competition, special event, any event open to the public, or any group wishing to utilize mechanical games or inflatables. No rental will be confirmed until all additional requirements are met and approved by the Center Director.

Equipment

Rental fee includes utilities, normal maintenance and the use of facility equipment such as tables and chairs. Additional supplies or equipment are the responsibility of the group renting the facility. Advance approval of the Raleigh Parks, Recreation and Cultural Resources Department must be received before equipment or supplies can be left on the premises beyond the stated reservation time or date. Raleigh Parks, Recreation and Cultural Resources Department cannot be held responsible for damages or loss of such equipment and supplies. Equipment and supplies must be removed immediately following the event.

Refund Policy

- All refunds or cancellations must be requested in writing to Facility Director or Assistant Director.
- 100% transfer if renter requests a change/reschedule 14 calendar days or more in advance of rental.
- 100% refund/credit if Department cancels activity.
- 85% refund/credit if renter cancels 14 calendar days or more in advance of rental.
- No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the rental.
- Outdoor facility usage (picnic shelter, open space, etc.) cancelled due to inclement weather may be rescheduled pending space availability.

Raleigh Parks, Recreation and Cultural Resources Facility Rental Rules and Regulations:

1. Unlawful drugs (including alcohol) are prohibited.
2. Profanity or lack of respect will not be tolerated.
3. Criminal offenses will be prosecuted.
4. Children under 8 years old must be supervised by a person at least 18 years old, unless participating in an approved Parks and Recreation program/activity.
5. Fire exits must not be blocked or obstructed.
6. Vehicles are restricted to public roads and parking areas unless pre-approved by facility supervisor.
7. Decorations may not be attached to walls, doors/door frames, windows/window frames, ceilings or floors without prior approval.
8. Individuals using any Raleigh Parks, Recreation and Cultural Resources facility are responsible for orderly behavior and shall conform to Facility Rules and Regulations and all City, State and Federal laws.
9. Programs and activities sponsored by the City of Raleigh Parks, Recreation and Cultural Resources Department shall have priority over other uses. Renters must vacate and return the facility to proper/usable condition for any following program or rental.
10. Use of the facility for moneymaking purposes must be approved by a Recreation Superintendent. Concession rights may be granted to outside groups subject to the payment of the rental fee and 20% of the gross receipts or a pre-determined fee agreed to by both parties. The concessionaire is responsible for obtaining the necessary General Liability Insurance and licenses/permits.
11. The renter shall not sub-let the use of the City of Raleigh Parks, Recreation and Cultural Resources Department facilities.
12. The renter shall be responsible for the removal of trash, paper, etc. from and general cleaning of the premises. In the event that facilities are not cleaned after use, the renter will be billed for additional clean-up by the City of Raleigh Parks, Recreation and Cultural Resources Department.

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13. In the event of inclement weather, the City of Raleigh Parks, Recreation and Cultural Resources Department reserves the right to cancel all reservations.
14. If it is deemed that the presence of security is warranted, the renter shall be responsible for arranging and paying for the services of Raleigh Police Department officers. For events at Special Facilities with an approved Alcohol permit, the off-duty officer ratio to attendees is 1:150. For events open to the public without alcohol the off-duty ratio to attendees is 1:250.
15. The City of Raleigh Parks, Recreation and Cultural Resources Department has the right to terminate this agreement with no refund at any time that these rules and regulations are not followed. Persons disregarding such are subject to reprimand, suspension, citation and/or arrest; additional regulations are available at the facility/site you are requesting.
16. Bank Fishing at Pullen Park, Lake Johnson and Lake Wheeler is not allowed.
17. All pets must be on a leash and under physical restraint at all times. Pets are not allowed on rides or in pool facilities or community center buildings, unless they are service animals or are part of an organized class.
18. No sexual intercourse or direct genital contact between two or more people is permitted in Raleigh Parks, Recreation and Cultural Resources facilities, park lands or greenways.
19. No open flame (candles, fire in fireplaces, etc.) is permitted in any facility.
20. Additional damage fee may be assessed if deemed appropriate by the City of Raleigh Parks, Recreation and Cultural Resources Facility Staff. The staff cannot guarantee that all requested equipment can be supplied. Rental confirmation will spell out items that are available.

By signing below, you agree that you have read and will abide by all the Rules and Regulations printed above. I understand a copy of the Rental Rules and Regulations is available upon request from staff.

Applicant's Signature: _____

Applicant's Name: _____ *Please print clearly*

Applicant's Phone Number: _____

Greystone Recreation Center Rental Inquiry Form

Approved for use as of 09/2014

Thank you for your interest in Raleigh Parks, Recreation and Cultural Resources (PRCR) for your upcoming event. In order to best meet your rental needs, please complete the form below. Completion of this form is not a rental guarantee.

Applicant/Representative Name _____

(Applicant must be at least 18 years of age and will be responsible for the entire event.)

Organization (if applicable) _____ Is this a 501(c)3? CSL #: _____

(Organizations, please note: The applicant/representative is authorized to enter into financial agreements for the organization and acknowledges that all payments and refunds will be issued to the organization at the address listed below.)

Address _____ City/State/Zip _____

Email _____ Phone Number _____ Secondary Phone _____

Park/Facility _____

Room/Space _____

Rental Start Time (SET UP): _____

Rental End Time (CLEAN UP): _____

(Note: Time should include any set-up and clean-up time needed. Set-up and clean-up are the responsibility of the renter.)

What type of event are you having? Please describe. _____

Date of Event: _____

Event Start/End Time: _____

Number of participants: Adults _____ Minors _____ Total # _____

Please indicate the number of the following you are requesting, if available (indoors only). Tables _____ Chairs _____

Will you be bringing electronic devices to use as part of your event? Yes _____ No _____

(Note: You will need to ensure that your devices are compatible with the facility PRIOR to your event. Renter may also be able to utilize PRCR-owned electronics for an additional fee if they are available at the facility)

Please check if your rental includes any of the following:

- | | |
|--|---|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Competition (inc. races) |
| <input type="checkbox"/> Carnival, festival or fair | <input type="checkbox"/> Young Adult (ages 13-20) Party |
| <input type="checkbox"/> Other (please describe) _____ | |

*Please check any of the following you plan to have at your event *(Note that some of these are only allowed at select locations):*

- | | |
|---|--|
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Amusement rides | <input type="checkbox"/> Music: DJ, band or amplified music? _____ |
| <input type="checkbox"/> Professional Photographer | <input type="checkbox"/> Professional caterer |
| <input type="checkbox"/> Portable tents, shade structures or canopies | <input type="checkbox"/> Grill: Propane or charcoal? _____ |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Deep fryer |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Hot Air Balloons |
| <input type="checkbox"/> Other (please describe) _____ | |

*Conditions of use information can be found on the back of this form if checked.

Is your event open to the public? Yes No

**If your event is open the public, will you be giving away food, products or information?* Yes No

Will you be charging admission, soliciting, selling items, including food and beverages, or accepting donations at your event? Yes No

Is your event going to be advertised and if so, how? _____

Will there be any sponsorship of your event and if so, who? _____

Will you need access to electricity? Yes No

(Note: Not all outdoor locations have access to electricity / access is not guaranteed)

Will you need access to water? Yes No

(Note: Not all outdoor locations have access to water)

For outdoor rentals, what is your inclement weather plan? _____

PLEASE TURN OVER TO COMPLETE FORM

Date Received: _____ *(For Staff Use Only)*

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Please read and initial that you understand and will comply with all of the following:

- ___ **Alcohol:** Consumption of malt beverages and unfortified wines is permitted only at certain City of Raleigh Parks, Recreation and Cultural Resources facilities. Liquor is not permitted. An alcohol permit is required. There is a charge for this permit.
- ___ **Amusement Rides:** All rides must adhere to the State of North Carolina Department of Labor Amusement Division regulations in addition to all PRCR regulations and requirements.
- ___ **Animals:** All animal contact exhibits must comply with all regulations and requirements as provided by PRCR.
- ___ **Assembly Permit:** Rentals with 100 or more people in attendance will require an assembly permit to be completed.
- ___ **Carnivals, Festivals, Fairs:** Additional documentation may be required depending on the scope of your event, including assembly permit, certificate of insurance, inflatables permit, etc.
- ___ **Competitions (inc. races):** A Certificate of Insurance will be required. Additional documentation may also be required depending on the scope of your event.
- ___ **Dances:** Rental requests for dance require a letter of intent from the renter at least 30 days prior to the date of the event. A certificate of insurance will be required. Renter must comply with all other regulations and requirements as provided by PRCR.
- ___ **Electronics:** Electronic devices may be available for use for an additional fee. Please check with the facility to see what electronic equipment they may have available. Renters may also utilize their own electronics as long as they are compatible.
- ___ **Generators:** Any rental utilizing a gas generator must comply with all regulations and requirements as provided by PRCR.
- ___ **Grills/Deep Fryers:** Charcoal grills and single propane grills are allowed in designated areas. They are not allowed inside of buildings. The grills must be at least 15 feet away from any structure and not under coverage. They must be able to be hand-carried to the location - vehicle access may not be available. Propane grills must have a fire extinguisher on site. Deep fryers must have a white fire extinguisher on site. If a charcoal grill is used, the charcoal must be disposed of off park property.
- ___ **Hot Air Balloons:** All tethered hot air balloons must comply with all regulations and requirements as provided by PRCR.
- ___ **Inflatables:** Inflatables/Air jumpers (moon bounces) are NOT to be set up in any City of Raleigh Parks, Recreation and Cultural Resources without a written permit. There is no charge for this permit. Inflatables must be rented from a City of Raleigh approved vendor. Once the applicant has completed the permit form, it shall be his/her responsibility to submit the form for approval at least 14 days prior to the event date. For a list of sites approved for inflatables/air jumpers, please consult with the facility handling your rental.
- ___ **Music:** DJs, Band or Amplified Music: DJ/Amplified music may not interfere with other facility/park programs or rentals. All City of Raleigh noise Ordinances must be followed. Violation may result in renter being asked to leave park property prior to the end of the rental. No refund will be granted.
- ___ **Open Flame:** No candles or open flame (sternos are allowed under chafing dishes only if disposed of off-site).
- ___ **Parking:** Parking is allowed in designated areas only and is on a first-come, first-served basis.
- ___ **Payment:** Payment in full is due at time of reservation, including all additional fees, except for ongoing rentals. Payments may be made in the form of cash (exact change only), check, or credit card. All reservation fees made 30 days or less must be made by cash, money order/cashier's check or credit card.
- ___ **Police:** Off-duty police officers will be required for certain rentals at the renters' cost.
- ___ **Portable Tents, Shade Structures, and Canopies:** All tents will be equipped at a minimum with appropriate tie downs (not staked). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type and location of larger tents.
- ___ **Professional Caterer:** Events that will utilize a professional caterer will require a Catering Permit to be completed by the caterer. There is no charge for this permit. Once the caterer has completed the permit form, it is the responsibility of the renter to submit the form to the respective park or community center office for approval at least 14 days prior to the event.
- ___ **Professional Photographer:** If the purpose of your rental is to take professional photographs or to shoot video, then the professional photographer you are using will need to have a PRCR photography permit. There is a charge for this permit and it is good for one year.
- ___ **Public Events:** These are events where attendance is not limited to invitation only or membership. An event is considered public if it is being advertised through public media such as the Internet/Social media, TV or radio. A certificate of insurance is required. Soliciting patrons is not permitted. Additional documentation may be required.
- ___ **Refund Policy:** In the event the renter cancels, all rentals will follow the PRCR refund policy.
- ___ **Restrooms at Outdoor Spaces:** Restroom access is not guaranteed for outdoor rental spaces (i.e. picnic shelters).
- ___ **Young Adult Parties:** Renter must comply with all dance and young adult party regulations and requirements as provided by PRCR.

I understand that if I have provided any false information, my event may be canceled prior to or during the event at the discretion of Facility staff and will result in the forfeiture of fees and deposits and denial of any current or future rental applications. I certify that I have read, understand and will abide by all PRCR rules and regulations that pertain to my rental.

Signature: _____ Date: _____

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Raleigh Parks, Recreation and Cultural Resources Department

EQUAL OPPORTUNITY: The City of Raleigh Parks, Recreation and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

CITY OF RALEIGH RELEASE AND INDEMNITY AGREEMENT

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH, North Carolina, and do engage in activities for the executive benefit of the undersigned; and

WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;

NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence):

Fully and forever release and discharge the CITY OF RALEIGH, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.

Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

CITY OF RALEIGH HOLD HARMLESS AGREEMENT

In consideration for the grant by the City of permission for the use of said facility at special times and under special circumstances by persons sponsored by the undersigned, the undersigned hereby agrees: 1) to take all measures necessary to promote the safety of such persons in their use of the facility; 2) to hold harmless the City, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, from and to indemnify them from all damages, losses, and expenses, including but not limited to attorney fees and investigation costs, sustained by them or any of them on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; 3) to provide the City with its insurer's certificate that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use with minimum limits of at least \$500,000 for bodily injury per person; \$1.0 million for bodily injury for aggregate liability; and \$500,000 for property damage each occurrence; and 4) to promptly notify the director of the City's Parks and Recreation Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of the use of said facility by any such person.

Name of Person Responsible for Rental

Dated at Raleigh, NC the ____ day of _____
20____, at ____ o'clock pm/am

Signature of person Responsible for Rental (at least 18 years old)

Address, City, State and Zip

Witness Name

Telephone Number

Day/evening/pager/cell

Witness Signature

Greystone Recreation Center Rental Worksheet *(Staff Use Only)*

Date Requested:

Reservation No.

Room(s) Requested/Fee	Times Requested	Rate	Total
Magnolia Dance Studio			
Cypress Classroom			
Loblolly Classroom			
Non Refundable Application Fee		\$15	
Damage Deposit		\$100	

Payment Information

Type of payment (circle):

- Check
- Money Order
- Cash
- Credit Card

Check#: _____ Payable to City of Raleigh

Credit Card (circle):

- Visa
- American Express
- Mastercard

To be filled out by facility staff at time of rental

Time In: _____ Time Out: _____

Rental area cleaned: Yes No

Damage to facility: Yes No

Renter has completed the following. *(Staff Initials)*

___ Chairs Stacked and put away

___ Floors swept/ damp mopped if spills

___ Trash Bagged and Removed

___ Tables put away

Staff Comments: _____

Staff Signature: _____

To be filled out by facility Director

Rental Completed: Yes No

Damage Deposit Refund Requested: \$ _____

Date: _____ Director Initials: _____