

# Rental Guidelines

**A comprehensive list of Rules, Regulations and Policies will be presented at the time of 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 approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Renter and guests must abide by all Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits and/or certificates prior to rental date.
- Cancellations/refunds will follow the department's refund policy.
- All personal equipment, decorations and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gym at Millbrook Exchange Community Center.
- Smoking is not permitted indoors and is permitted only in designated outdoor areas.



# Frequently Asked Questions

## Are tables and chairs available?

Yes. 6' rectangular tables and folding metal chairs are available for indoor rentals at Green Road Community Center and Brentwood Park Neighborhood Center

## May I decorate the rental space?

All decorations must be free-standing. No flammable items are permitted. 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 period. 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, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.

## How late may indoor spaces be rented?

11pm is generally the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building at end of rental period.

## Are Athletic Fields available for rent?

Yes. Please contact the Athletics Department at 919-996-6836 to inquire about availability and rental of any outdoor Athletic fields.

## Green Road Community Center

### Hours of Operation

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

# Rental Information

*Green Road Community Center  
Brentwood Neighborhood Center  
Spring Forest Road Park*

## Green Road Community Center

4201 Green Road, Raleigh, NC 27604



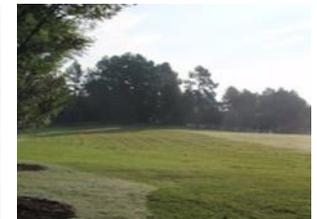
## Brentwood Neighborhood Center

3315 Vinson Court, Raleigh, NC 27604



## Spring Forest Road Park

4203 Spring Forest Road, Raleigh, NC 27605



**Director:** Aundrea White  
[Aundrea.White@raleighnc.gov](mailto:Aundrea.White@raleighnc.gov)

**Assistant Director:** Kyle Swicegood  
[Kyle.Swicegood@raleighnc.gov](mailto:Kyle.Swicegood@raleighnc.gov)

**Phone:** 919-872-4140

**Email:** [Green.Road@raleighnc.gov](mailto:Green.Road@raleighnc.gov)

**Web:** [parks.raleighnc.gov](http://parks.raleighnc.gov)

# General Information and Rental Fees

- A \$15 Non-refundable Application Fee will be applied to all rentals, excluding picnic shelters.
- A \$100 refundable damage deposit is required for indoor rentals.
- A \$20 per hour supervision fees applies to indoor rentals occurring outside of operating hours
- All rentals require a minimum timeframe of 2 hours.

## Green Road Community Center

4201 Green Road, Raleigh, NC 27604



### Room #2

800 sq. ft. and will hold up to 30 people. A white board is permanently mounted in the room. **Fee: \$35/hr.**



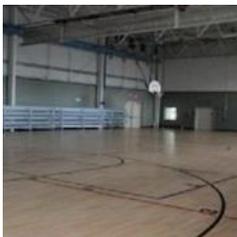
### Room #4

1440 sq. ft. and will hold up to 49 people with an attached warming kitchen. **Fee: \$35/hr.**



### Room #5

500 sq. ft. and will hold up to 25 people. A white board is permanently mounted in the room. **Fee: \$35/hr.**



### Gym #1

Gym not air conditioned but offers both full-court or half-court usage as well as movable bleachers. Holds up to 299 people. Food and drink are not permitted in gym. **Fee: \$60/hr.**



### Gym #2

Gym is air conditioned and offers both full-court or half-court usage as well as movable bleachers. Holds up to 299 people. Food and drink are not permitted in gym. **Rental Fee: \$80/hr.**

## Brentwood Park

3315 Vinson Court, Raleigh, NC 27604

The community center at Brentwood Park is available to rent on weekdays and weekends. A great space for meetings, family gatherings, and kids' parties, the main room measures 39'x42' and will hold up to 75 people. Brentwood offers a warming kitchen, an outdoor playground and a small covered picnic shelter that is also available to rent.

**Fee: Neighborhood Center \$50/hr.**



## Spring Forest Road Park

4203 Spring Forest Road, Raleigh, NC 27615

Spring Forest Road Park is located near East Millbrook Middle School and offers a .47 mile walking trail, open space, playground and picnic shelter.

**Rental Fee: Open Space \$25/hr.**



# Shelters and Rental Spaces

## Picnic Shelters

### Green Road Community Center

The shelter has 6 tables, 1 grill, no electricity and will hold 36-60 people. **Fee: \$9/hr.**



### Brentwood Park

The shelter has 9 tables, 1 grill, no electricity and will hold 60-100 people. **Fee: \$9/hr.**



### Spring Forest Road Park

The shelter has 9 tables, 2 grills, electricity and will hold 60-100 people. **Fee: \$9/hr.**



## Other Rental Spaces

**Baseball Field:** 919-996-6836  
\$25/hr. per field

**Tennis Courts:** 919-872-4129  
\$1.50 per 30 minutes per court

**Sand Volleyball Courts:** 919-872-4140  
\$15/hr. per court

**Outdoor Basketball Courts:** 919-872-4140  
\$25/hr. per court

