

Laurel Hills Community Center

Rental Information



Prices Effective July 1, 2019**

Rooms:	Capacity	Cost
Meeting Room: 1435.5 sq. feet Dimensions: 43.5' x 33'	125 (100 comfortably)	\$75/hr.
Art Room: 382 sq. feet Dimensions: 17'3" x 22.5'	30	\$40/hr.
Dance Studio: 399.5 sq. feet Dimensions: 23.5' x 17'3"	30	\$40/hr
Gym (1 Court) Non-Air Conditioned	200	\$65/hr
Gym (2 Courts) Non-Air Conditioned	400	\$130/hr
Outdoor Basketball Courts	-	\$35/court/hr.
Picnic Shelter	75	\$15/hr
Baseball Field (No lights) Contact Athletics Department : 919-996-6836	-	\$35/hr.
Baseball Field (Lights) Contact Athletics Department: 919-996-6836	-	\$55/hr.
Fees:	-	
Refundable Damage Deposit (indoor rentals only)	-	\$100
Nonrefundable Processing Fee (indoor rentals only)	-	\$15
After Hours Staffing (Beyond normal operating hours) *Indoor Rentals Only*	-	\$20/hr.

Rental Procedures:

All rentals are for a 2 hour minimum. After the initial 2 hour minimum, additional rental time maybe purchased in 15 minute increments.

- Alcohol is prohibited.
- Only free standing decorations are allowed.
- Chairs and tables must be properly stacked before you leave.
- Please allow time for set up and clean up in your rental time.
- Please check in and out with front desk attendant.
- Rental Application Fee of \$15, \$100 Damage Deposit, and Room 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.

An additional supervision fee of \$20/hour is applied when renting outside of normal center operation hours.

Rental Refund Policy:

100% refund/credit if department cancels activity. 85% refund/credit of recoverable 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. Refunds must be requested in writing.

Effective July 1st, patrons who reserve space from our department will fall into one of four rental tiers: **1. General Public: will be charged the base rental rate (No discounts or surcharges), **2. Partners:** receive a 10% discount on bookings unless stated otherwise in agreement with our department, **3. Non-Profit:** receive a 10% discount on bookings once their IRS 501(c)(3) has been verified, **4. For Profit:** will be charged an additional 20% for bookings, as well as 20% of all fee transactions on site will need to be paid out to the City of Raleigh after your event. **

Hours of Operation:

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

Hours Subject to Change

Laurel Hills Park
 3808 Edwards Mill Rd
 Raleigh, NC 27612
 919-996-2383