

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 Millbrook Community Center and Eastgate 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?

10pm 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.

Millbrook Exchange Community Center

Hours of Operation

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

Rental Information

*Millbrook Exchange Community Center
Eastgate Park Neighborhood Center
Honeycutt Park Picnic Shelter*

Millbrook Exchange Community Center

1905 Spring Forest Road, Raleigh, NC 27615



Eastgate Neighborhood Center

4200 Quail Hollow Drive, Raleigh, NC 27609



Honeycutt Park Picnic Shelter

1032 Clear Creek Farm Road, Raleigh, NC 27615



For rental information, please contact:

Millbrook Exchange Community Center

919-996-4156 parks.raleighnc.gov

Assistant Director: Catherine Worthington
Catherine.Worthington@raleighnc.gov

Director: Linda Stafford
Linda.Stafford@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.
All rentals require a minimum timeframe of two hours.



Millbrook Community Center



Room #1 is the smaller of our two meeting rooms at 23'x51'. The room will hold up to 49 people with tables and chairs. A white board is permanently mounted in the room. **Rental Fee:** \$60/hour



Room #2 is the larger of our two meeting rooms. The main space is 23'x35' with additional space of 21'x21'. Max capacity is 49 people. An attached warming kitchen is available for \$20/hour. **Rental Fee:** \$60/hour



Gymnasium is 80'x100' and not air conditioned. The gym offers both full-court or half-court usage with movable bleachers. Volleyball pads and net are available subject to approval. Food and drink not permitted in gym. **Rental Fee:** \$60/hour



Shelter #1 and Shelter #2
There are two medium sized, covered picnic shelters available for rent at Millbrook Exchange Park. Both are located along a paved greenway trail and have 4 picnic tables, two charcoal grills, trash receptacles and can accommodate 40 people.



Rental Fee: \$9/hour
Please note both picnic shelters at Millbrook are situated behind the off-leash dog park and are not located near restroom facilities or the playground.

Contact the Athletics Department to inquire about the rental of baseball and multipurpose fields at 919-996-6836.

Eastgate Park & Shelter

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

Rental Fees:

Community Center: \$50/hour

Shelter: \$9/hour

Please note that the picnic shelter is adjacent to a pond off a gravel trail and away from the playground.



Honeycutt Park & Shelter

Honeycutt Park is located in north Raleigh near Highway 540 and Falls of Neuse Rd. The covered shelter offers 6 picnic tables and will seat 48 people. Restroom facilities and charcoal grills are on site. The adjacent playground features play equipment appropriate for children of various ages. Park also includes a sand volleyball court.

Rental Fee:

Shelter: \$12/hour



Teen Party Guidelines

1. A written description of the event must be submitted prior to reserving the space for approval.
2. A guest list must be provided at least 14 days prior to the event. Only those on the guest list will be allowed in the facility.
3. Off-duty police officer (s) must be on the premises during the event. Additional officers may be required depending upon the number of participants invited.
4. A million dollar certificate listing the City of Raleigh as additionally insured may be required.
5. One additional staff may be required for over 100 participants. The renter will be charged a \$20.00 per hour additional rental fee for each additional staff.
6. There must be one adult (21 and older) for every 12 minors who are age 17 or younger.
7. Once participants leave the party/dance, they will not be allowed to re-enter. Loitering in parking lots and common areas is not permitted.
8. If alcohol is suspected or detected, participant (s) will be removed and appropriate measures will be taken.
9. Lights must be on in other rooms that are available for participants to use during the event. Also, those reserved rooms must be supervised. All other rooms shall remain locked.
10. All rental forms and payment are required as usual to reserve the space.

A complete list of Teen Party Guidelines are available upon request.