

# Millbrook Exchange

## Indoor Rental Opportunities



Millbrook Exchange has a few great spaces to accommodate indoor rentals. Full rules and regulations are available by contacting our front desk at 919-996-4156.

- Reservations must be made no more than 3 months and no less than 14 days in advance of requested rental date.
- Full payment and completed/signed rental agreement is due at time of reservation.
- Alcohol and illicit drugs are not permitted on the premises.
- All personal equipment, decorations and garbage must be removed from rental space/grounds at conclusion of rental period.
- Smoking is only permitted in the parking lot and greenway areas.
- Rental times must include all setup and breakdown time.

### Rooms 1 & 2:

Each room is \$65 per hour with a 2 hour minimum and hold up to 49 people. Tables and chairs are included.

### Gymnasium:

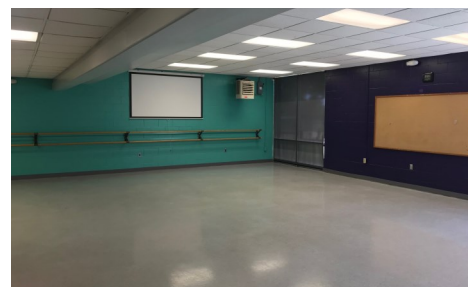
Our recently renovated gymnasium comes equipped with a brand new sport court and air conditioning system. And rents for \$85 per hour with a 2 hour minimum. No food or beverages are allowed in the gym.

### Warming Kitchen:

For \$25 per hour, the kitchen can be added on to any classroom rental.

### Additional Fees:

\$100 damage deposit for all indoor rentals that is refunded after the rental if all terms of the contract are fulfilled.  
\$15 non-refundable application fee  
\$20 per hour supervisory fee for all rentals outside of regular operating hours.



PARKS, RECREATION  
AND CULTURAL  
RESOURCES

Managed by:  
Millbrook Exchange Community Center  
919-996-4156