

Frequently Asked Questions

How do I rent the building?

Check with the Jaycee Community Center Staff to see if the date/time is available. If it is then the renter must completely fill out a rental paperwork and make the full payment including damage deposit, application fee, and rental costs. The rental must then be entered into the system by the center director or assistant director before it is confirmed.

What times can I rent the facility?

The facility may be rented as early as 7am and as late as 11pm.

Whom will open the building and when can I start setting up?

You will be able to access the space at the start of your reserved rental time. All of the set up time needs to be included in the reservation. The building has a caretaker who will not open the building prior to the reserved time.

What if my rental finishes before the caretaker arrives to close the building?

The renter is responsible for the building until the caretaker arrives to lock the building. The renter is not allowed to leave the building unattended.

Who is responsible for cleaning?

The renter is responsible for cleaning up the space prior to the end of the rental time. This includes, but is not limited to, putting away tables and chairs, sweeping, and taking out the trash.

Frequently Asked Questions *Continued*

Can I see the building before I decide to rent?

Yes, please speak with the front desk staff at Jaycee Community Center. They will set up a time for you to meet the caretaker at Glen Eden to open the building and look around.

Can I put decorations in the room?

All decorations must be free standing. No decorations should be taped to the walls. The renter is responsible for any damage caused by decorations.

Are tables and chairs available?

Tables and chairs may be used by rental groups based on availability. We have 6' rectangular tables and folding chairs. Please request the number of tables and chairs needed at time of reservation. They are located in the storage closet next to the large room. The renter is responsible for setting up and breaking down the tables and chairs.

What if I want to have a dance party or teen party?

There are specific guidelines related to a dance or teen party. Please speak with the staff regarding this information.

Can I have an inflatable?

Inflatables are allowed at specific parks; however the inflatable vendor must have a permit and be an approved inflatable vendor with the Parks, Recreation, and Cultural Resources Department. Please check with staff reserving the facility regarding specific rules about inflatables.



Glen Eden Pilot Park Rental Information

1500 Glen Eden Drive
Raleigh, NC 27612

For information contact:
Jaycee Community Center
2405 Wade Avenue
Raleigh, NC 27607
Phone: (919) 996-6833
Fax: (919) 831-6991
Website: parks.raleighnc.gov



Glen Eden Building Rental Information and Fees



Glen Eden is an unstaffed neighborhood center available for rent through Jaycee Community Center 919-996-6833.

Building Rental Fee: \$50 per hour with a 2 hour minimum

Rental Includes: Top floor of the building consisting of: two rooms, warming kitchen area, and outdoor deck.

Payment Options: Check, Cash (exact change only), money order, or Credit Card (VISA, Master Card, American Express)

Multipurpose Room

Square Footage*: 30' x 40'

Attributes: Tile floor with several large windows with view of wooded area and pond.



Carpeted Multipurpose Room

Square Footage*: 20' x 30'

Attributes: Carpeted room with access to deck and view of the pond.



Warming Kitchen Area

Attributes: Microwave, small "college size" refrigerator, two burner stovetop, small sink.



*Please note that square footage is approximate. Room capacity is dependant on the usage of the room. Top floor building capacity is 99 people.

Additional Fees

Application Fee **\$15 flat fee**

This non-refundable fee is required for all facility rentals.

Security/Damage Deposit **\$75 flat fee**

This fee is required for all facility rentals. The deposit may be returned at the completion of the rental, minus any overages or damage fees that may be assessed. If the deposit is paid by credit card, it will take approximately 6-10 business days to be credited back to the card. If paid by another method, it will take approximately 4-6 business weeks.

Additional Information

Park Amenities:

- Greenway Trail around the park
- Small pond behind the facility
- Playground
- Outdoor Basketball Court

Rentable Park Amenities

(first come first serve unless rented):

- Multipurpose Field
 - Contact the Athletic Department 919-996-6836
- Tennis Courts
 - Contact Millbrook Exchange Tennis Center 919-872-4129
- Picnic Shelter
 - Jaycee Community Center also rents the shelter 919-996-6833