

# 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 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).
- 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.
- If additional forms are required, they will be due at time of booking. Other forms may be required dependent on rental parameters—those include: Certificate of Insurance, Catering Permit, Assembly Permit, Vendor/Concession/Admission.

PARKS, RECREATION  
AND CULTURAL  
RESOURCES

# Frequently Asked Questions

## Are tables and chairs available?

Yes. 6' rectangular tables and 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.

## How late may indoor spaces be rented?

11pm is generally the latest time indoor spaces may be rented.

## 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.

## What is your departmental refund policy?

Refund requests received in writing with at least 14 days of notice are entitled to 85% refund/credit/transfer of eligible rental fees. Refund requests received with less than 14 days of notice will not be granted.

## Green Road Community Center

### Hours of Operation

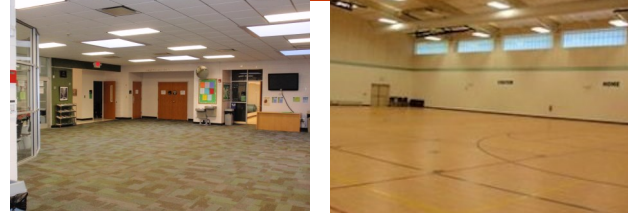
Monday-Friday	10am-9pm
Saturday	9am-3pm
Sunday	1pm-6pm

# Rental Information

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

## Green Road Community Center & Park

4201 Green Road, Raleigh, NC 27604



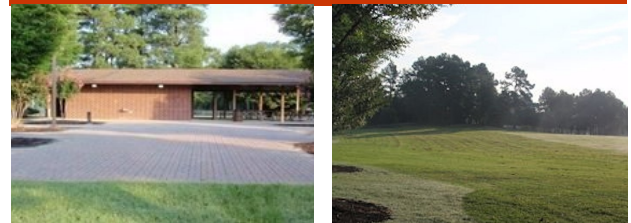
## Brentwood Neighborhood Center & Park

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:** 919-996-4141

**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: \$40/hr.**



#### Room #4

1440 sq. ft. and will hold up to 49 people with an attached warming kitchen. **Fee: \$40/hr.**



#### Room #5

500 sq. ft. and will hold up to 25 people. A white board is permanently mounted in the room. **Fee: \$40/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: \$65/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: \$85/hr.**

### Brentwood Neighborhood Center

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 \$55/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 \$35/hr.**



## Shelters and Rental Spaces

### Picnic Shelters

#### Green Road Park

The shelter has 6 tables, 1 grill, no electricity and will hold 36-60 people. **Fee: \$12/hr.**



#### Brentwood Park

The shelter has 9 tables, 1 grill, no electricity and will hold 60-100 people. **Fee: \$12/hr.**



#### Spring Forest Road Park

The shelter has 9 tables, 2 grills, electricity and will hold 60-100 people. **Fee: \$12/hr.**



### Other Rental Spaces

**Baseball Field:** 919-996-6836  
\$35/hr. per field

**Tennis Courts:** 919-872-4129  
\$2.50 per 30 minutes per court

**Sand Volleyball Courts:** 919-996-4141  
\$20/hr. per court

**Outdoor Basketball Courts:** 919-996-4141  
\$35/hr. per court