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.

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

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

Rental Information
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
Assistant Director: Kyle Swicegood
Kyle.Swicegood@raleighnc.gov
Phone: 919-996-4141
Email: Green.Road@raleighnc.gov
Web: 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.

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**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.

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**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.

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**Spring Forest Road Park**

4203 Spring Forest Road, Raleigh, NC 27615

Spring Forest Road Park is located near East Millbrook Middle School an offers a .47 mile walking trail, open space, playground and picnic shelter. **Rental Fee:** Open Space $35/hr.

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**Shelters and Rental Spaces**

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**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.

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**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