

Laurel Hills Community Center

RENTAL INFORMATION



Raleigh
Parks

| Rooms | Capacity | Cost |
|---|----------|----------------|
| Meeting Room (1435.5 sq. ft., 43' x 33') | 100-125 | \$75/hr. |
| Art Room (382 sq. ft., 17'3" x 22.5') | 30 | \$40/hr. |
| Dance Studio (399.5 sq. ft., 23.5' x 17'3") | 30 | \$40/hr. |
| Gym (1 Court) Air-Conditioned | 200 | \$85/hr. |
| Gym (2 Courts) Air-Conditioned | 400 | \$170/hr. |
| Outdoor Basketball Courts | - | \$35/court/hr. |
| Picnic Shelter | 75 | \$15/hr. |
| Baseball Field (No Lights) - Contact Athletics Department: 919-996-6836 | - | \$35/hr. |
| Baseball Field (With Lights) - Contact Athletics Department: 919-996-6836 | - | \$55/hr. |
| Fees | - | |
| Refundable Damage Deposit (indoor rentals only) | - | \$100 |
| Nonrefundable Processing Fee (indoor rentals only) | - | \$15 |
| After Hours Staffing (beyond normal operating hours, indoor rentals only) | - | \$20/hr. |

Rental Procedures

- All rentals are for a minimum of 2 hours. After the initial 2 hours, additional time may be purchased in 15-minute increments.
- Alcohol is prohibited.
- Only free-standing decorations are allowed.
- Chairs and tables must be properly stacked before you leave.
- Please allow time for set up and clean up in your rental time.
- Please check in and out with front desk attendant.
- Rental application fee of \$15, \$100 damage deposit, and room rental fees are payable at the time of reservation.
- If rental is booked two weeks or less from the start of the rental date, only cash and credit cards will be accepted.
- An additional supervision fee of \$20/hour is applied when renting outside of normal center operation hours.

Rental Refund Policy

100% refund/credit if department cancels activity. 85% refund/credit of recoverable fee if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fee if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

Effective July 1, patrons who reserve space from our department will fall into one of four rental tiers:

General Public will be charged the base rental rate (no discounts or surcharges).

Partners receive a 10% discount on bookings unless stated otherwise in agreement with our department.

Non-Profits receive a 10% discount on bookings once their IRS 501(c)(3) has been verified.

For-Profits will be charged an additional 20% for bookings, and 20% of all fee transactions on-site must be paid to the City of Raleigh after your event.

Hours of Operation

Hours Subject to Change

Monday – Friday: 10 a.m.-9 p.m.

Saturday: 9 a.m.-3 p.m.

Sunday: 1 p.m.-6 p.m.

Laurel Hills Park
3808 Edwards Mill Road, Raleigh, NC 27612
919-996-2383