

Lions Park Community Center

Rental Information

Payment

Full payment of rentals (including \$100 refundable deposit, non-refundable \$15.00 application fee, and any additional \$20/hr. supervision fee) will be made at the time the agreement is approved and issued, which must be at least 14 days prior to date of rental. All rental fees shall be made by cash, checks, credit cards or money orders accepted for rentals (made payable to the City of Raleigh).

Set-Up/Cleaning – Indoor and Outdoor Spaces

1. Set up and Clean up time must be included in the scheduled rental hours. The facility will not be available to you until the time that you have designated on your rental request form. This information must be finalized two weeks (14 days) prior to event. All times; set-up, event, and clean up, will be enforced.
2. Groups using the facility must leave it clean and in the order in which it was found. This includes, but is not limited to: stacking chairs and tables in their appropriate places; vacuuming/sweeping rooms if excessive trash has accumulated; and taking filled garbage bags, especially when food is served, to the dumpsters located outside.
3. No decorations shall be attached to the walls, ceiling, or floors without the permission of the facility supervisor. Decorations must be completely removed immediately following use (including balloons).
4. Extra clean-up work required of the custodial staff will result in an additional clean-up fee.
5. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer Ordinance, part of the Raleigh City code.
6. No property of Raleigh Parks, Recreation and Cultural Resources is to be removed from the premises for any reason.

Additional Insurance

Additional insurance coverage must be provided by any group planning to hold a tournament/competition, special event, any event open to the public, or any group wishing to utilize mechanical games or inflatables. Please speak with the Center Director about this. No rental will be confirmed until all additional requirements are met and approved by the Center Director.

Equipment

Rental fee includes utilities, normal maintenance and the use of facility equipment such as tables and chairs. Additional supplies or equipment are the responsibility of the group renting the facility. Advance approval of the Raleigh Parks, Recreation and Cultural Resources Department must be received before equipment or supplies can be left on the premises beyond the stated reservation time or date. Raleigh Parks and Recreation cannot be held responsible for damages or loss of such equipment and supplies. Equipment and supplies must be removed immediately following the event.

Refund Policy

All refunds or cancellations must be requested in writing to Facility Director or Assistant Director.

- 100% transfer if renter requests a change/reschedule 14 calendar days or more in advance of rental.
- 100% refund/credit if Department cancels activity.
- 85% refund/credit if renter cancels 14 calendar days or more in advance of rental.
- No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the rental.
- Outdoor facility usage (picnic shelter, open space, etc.) cancelled due to inclement weather may be rescheduled pending space availability.

Prices Effective July 1, 2019**

Rooms:	Capacity	Cost
Meeting Room	49	\$65.00/hr.
Meeting Room	49	\$65.00/hr.
Game Room	45	\$40.00/hr.
Gymnasium—Conditioned Gym (no food allowed)	250	\$85.00/hr.
Lions Park Shelter (large) **Bathrooms are only available during operating hours**	60-80	\$15.00/hr.
Oakwood Shelter #1 (medium)	40-60	\$12.00/hr.
Warming Kitchen	N/A	\$20.00/hr.
Fees:		
Refundable Damage Deposit (indoor rentals only)		\$100.00
Nonrefundable Processing Fee (indoor rentals only)		\$15.00
After Hours Staffing (Beyond normal operating hours) *Indoor and outdoor rentals*		\$20.00/hr.

Rental Procedures

- All rentals are for a 2-hour minimum. After the initial 2-hour minimum, additional rental time may be purchased in 15-minute increments.
- Alcohol is not 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.
- Patrons who reserve space from our department will fall into one of four rental tiers:
 - 1. General Public:** will be charged the base rental rate (No discounts or surcharges)
 - 2. Partners:** receive a 10% discount on bookings unless stated otherwise in agreement with our department
 - 3. Non-Profit:** receive a 10% discount on bookings once their IRS 501(c)(3) has been verified
 - 4. For Profit:** will be charged an additional 20% for bookings.**



Lions Park Community Center
 516 Dennis Ave.
 Raleigh, NC 27604
 919-996-4726

Hours of Operation:
 Monday - Friday
 10am-9pm Saturday
 9am-3pm