COMMUNITY CENTERS RENTAL INFORMATION

Middle Creek

West Room (36x49)
Capacity: 50
Hourly Rate: $50 R / $75 NR

East Room (47x34)
Capacity: 60
Hourly Rate: $50 R / $75 NR

South Gym
6,600 sq ft
Hourly Rate: $65 R / $98 NR

Middle Creek:
Monday-Friday 8am-9pm
Saturday 8am-1pm

Cary Senior Center:
Monday-Friday 9am-6pm

Herb Young:
Monday-Saturday 9am-9pm
Sunday 1pm-6pm

Bond Park:
Monday-Friday 9am-10pm
Saturday-Sunday 9am-6pm

For more info click the blue link or scan the QR code below

ROOM RESERVATIONS

Senior Center

Conference Room
Capacity:12
Hourly Rate: $20 R / $30 NR

Classroom 302
Capacity: 35
Hourly Rate: $47 R / $71 NR

Ballroom
Capacity: 200 w/Tables
300 Chairs Only
Hourly Rate: $125R / $188 NR

NOTE:
Ballroom ONLY is reservable 180 days in advance for residents. All other rooms are reservable 90 days in advance.

Additional Information For Senior Center Rentals:

- Rentals can run as late as 12 midnight on Friday and Saturday (10pm all other nights)
- Rentals that occur outside normal operating hours will be charged an additional $25 per hour
- Rentals that occur on holidays will be charged the after hours fee of $25 per hour plus an additional $25 per hour

Bond Park

Dogwood Room (42x22)
Capacity: 30
Hourly Rate: $50 R / $75 NR

Maple Room (48x40)
Capacity: 60
Hourly Rate: $75 R / $113 NR

Oak Room (48x40)
Capacity:60
Hourly Rate: $75 R / $113 NR

Sycamore Gym
7,400 sq ft
Hourly Rate: $85 R / $128 NR

Magnolia Gym
7,400 sq ft
Hourly Rate: $85 R / $128 NR

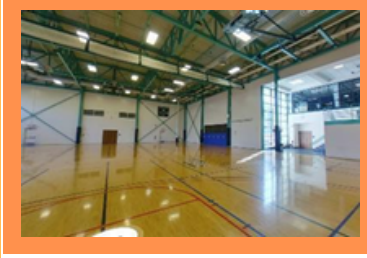
Herbert C. Young

Cardinal Room A (50x30)
Capacity: 70
Hourly Rate: $75 R / $113 NR

Eagle Room (32x60)
Capacity: 85
Hourly Rate: $75 R / $113 NR

Kitchen*
Hourly Rate: $35 R / $53 NR
*Available with room reservation

Coach Kay Yow Gym
9,600 sq ft
Hourly Rate: $85 R / $128 NR



Reservable equipment included with gym reservation with prior approval:
Scoreboard; volleyball, pickleball, and badminton nets

CARY
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Reserving A Room

• Reservation requests can be submitted online through the Town of Cary's RecTrac system at: http://carync.gov/register
• Once a reservation request has been processed a staff member will contact the renter by email and/or phone with further details.
• If staff has additional questions related to the reservation request they will contact the renter by email and/or phone. We ask that you respond to any requests for additional information as promptly as possible. Reservation requests cannot be processed without all information required, and time slots can only be held for a limited time as we do a high volume of rentals.
• Reservations at the three community centers are not available outside normal operating hours. Reservations outside normal operating hours *are* available at the Senior Center with approval, with the cut off time being 12am on Friday and Saturday and 10pm for all other days. An additional fee of $25.00 per hour is charged by the Senior Center for after hours rentals with an additional $25.00 fee for rentals on town holidays.
• Cary residents may reserve rooms 90 days in advance and non-residents may reserve 60 days in advance of requested date.
• Cary based non-profit groups receive 50% discount for weekday rentals between 8am and 2pm.
• For Community Center rentals a refundable deposit of $200.00 is required at the time the reservation is approved.
• For Senior Center rentals a refundable deposit of $100.00 for rooms or $350.00 for the ballroom is required at the time the reservation is approved.

Cancellation Policy

• The Centers reserve the right to make cancellations at any time. Cancellation notices will be issued as far in advance as possible and all fees will be returned.
• Cancellations may be initiated by the party up to thirty (30) days prior to scheduled use without liability. All cancellations must be submitted in writing to the facility supervisor.
• Cancellations made within thirty (30) days of the scheduled use will result in forfeiture of the reservation deposit. Changing date within 30 days of reserved date is considered a cancellation.
• No cancellations will be accepted within seven (7) days of scheduled usage and will be liable for payment of rental fees and other charges in full (less the reservation deposit).

Beer and Wine *
(*Not available at Middle Creek)

• If beer and wine is requested renters must submit an "Application for Service of Beer and Wine" which must be approved by facility supervisor, and pay all applicable fees as outlined. The non-refundable application fee is $50.00.
• If beer and wine has been permitted a minimum damage deposit of $350.00 is required.
• Renters will need to obtain a special one day liability policy (Certificate of Insurance) in the amount of $1 million in general liability and $1 million in liquor liability. In the case of a caterer providing this coverage, the caterer must also provide general liability coverage naming the Town of Cary as additional insured.
• No hard liquor is allowed in Town of Cary facilities.
• Possession and consumption of beer and wine in connection with facility rentals by rental users must be limited to the room or rooms that have been rented by that user.

Room Reservations Policies and Guidelines

- Any reservations or amendments must be made no less than thirty (30) days prior to the reservation date.
- Reservations must be paid in full 30 days prior to rental date.
- A deposit must be made to hold a reservation date.
- The facility is available ONLY during the hours that are specified on the reservation contract. Reservation holder will be charged for any additional time the facility is used beyond the reservation agreement.
- Reservation holder will be charged if the caterer uses the facility before or after the reserved time.
- All guests, including children, should remain within the rented room for the duration of your rental. Please be respectful of other users and limit time in common areas.
- Reservation holder is responsible for the behavior of guests. Children must be supervised by adults in all areas of the facility.
- Reservations where the majority of guests are under age 18 will be required to complete supplemental forms prior to the rental. This form requires chaperone contact information.
- Please sign in and out with the front desk. Staff will check the room to ensure everything is clean and put away properly.

- Person on the contract must be person checking in and out unless arrangements are made beforehand.
- You will receive a cleaning checklist upon check-in, staff will follow up with cleaning supplies.
- Rental time includes set-up and clean up, this includes setting up and restacking chairs and tables.
- All tables and chairs must be cleaned, returned to the carts, and stacked according to the chart in the room.
- All trash must be removed from the reserved space upon completion of use. Trash must be placed in the dumpster/bins outside facility.
- Reservation holder will be charged if extra cleaning is required following the rental. Please ask the facility staff if you have questions.
- Your deposit will be returned within 3-4 business days for credit card and 1-2 weeks for check, less any damages or other additional costs incurred.
- All reservations are tables and chairs, no theater style option.
- Prior approval needed for any large commercial vehicles, game or food trucks and DJ's.

PROHIBITED ITEMS

- Only freestanding decorations are allowed. No decorations may be attached to the walls, windows, doors or hung from the ceiling. This includes tape, tacks, and staples.
- Fog machines are prohibited.
- Any type of fireworks (including sparklers) are not allowed on Cary property. This includes the parking lot or any other facilities.
- Candles, confetti, and glitter may not be used in the reserved space or on the grounds.
- Weapons (of all kinds) are prohibited.
- This is a non-smoking facility. Smoking and or vaping is only allowed 50 feet from the facility entrance. There is no smoking in the room or on the patio.
- Private admission or ticket sales and collections of any type of funds are prohibited.