



## Town of Southern Pines

# Facility Rentals

**HOW TO RENT/RESERVE A FACILITY:** For facility rentals, both a **Use Permit Application** and **payment of fees** are required to reserve a facility. Facilities can be reserved in the Recreation Office. Renters must be 21. Renters must have ID with their Southern Pines resident address to receive the resident rate.

**The Douglass Community Center** is reserved onsite at 1185 W Pennsylvania Ave. 910-692-7376

**Other Facilities** can be reserved at the Recreation & Parks Office, 482 E Connecticut Ave. 910-692-2463

**Rental requests (Use Permit Applications) must be requested by 4:30 pm.**

Recreation & Parks offices are open Monday - Friday, 8:30 am to 5:00 pm.

**RESIDENT RATES:** Residents of the Town of Southern Pines receive a discounted rate. A "resident" of Southern Pines is a person, whose permanent, primary home is in the town limits of Southern Pines, or who owns property within the town limits of Southern Pines on which the person pays property tax. Non-residents rates are double resident rates. Non-resident memberships do not apply to rentals.

**BUILDING FACILITY RENTALS:** The Use Permit Application and a **\*deposit** of \$20r/ \$40nr will reserve the space, with the balance to be paid the last business day before the rental when the renter picks up the key.

**REFUND POLICY:** **\*The deposit is not refundable or transferable.** Any fee paid remaining is refundable if the Recreation office receives notice in writing at least 5 full business days before the rental. The renter can request the full amount as a credit good for 1 year; or a refund via check less a \$5 administration fee. Refunds totaling \$10 or less will be issued as a credit only.

**Douglass Community Center and the Train House**

Monday-Thursday	\$35r / \$70 for first 3 hours
Friday-Sunday	\$50r / \$100nr for first 3 hours

**Train Station**

Monday-Thursday	\$45r / \$90nr for first 3 hours
Friday-Sunday	\$50r / \$100nr for first 3 hours

**OTHER FACILITY RENTALS:** For these facilities the fee is paid in full at the time of reservation.

**REFUND POLICY:** For these rentals 50% of the fee is not refundable or transferable. 50% of the fee is refundable if the Recreation office receives notice in writing at least 5 full business days before the rental. The renter can request the full amount as a credit good for 1 year; or a refund via check less a \$5 administration fee. Refunds totaling \$10 or less will be issued as a credit only.

<b>Athletic Fields</b>	\$10r / \$20nr per game or hour—No Lights
	\$20r / \$40nr per game or hour—Including Field Lights (if available)

**Greenway Trails** \$10r / \$20nr per hour

**Park Green Spaces** \$10r / \$20nr per hour

**Picnic Shelters** \$25r / \$50nr for first 3 hours  
\$10r / \$20nr for each additional hour

**Southern Pines Recreation Center**

**Large Gym** \$85r / \$170nr per hour (includes gym supervisor)

**Small Gym** \$60r / \$120nr per hour (includes gym supervisor)