



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 reservations (Use Permit Applications) must be started 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 amount of 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 / \$ 70nr for first 3 hours
Friday-Sunday	\$50r / \$100nr for first 3hours
	\$10r / \$20nr per additional hr.

Train Station

Monday-Thursday	\$45r / \$ 90nr for first 3 hours
Friday-Sunday	\$50r / \$100nr for first 3 hours
	\$10r / \$20nr per additional hour

For use of Kitchen at Douglass Community Center add \$10r / \$20nr (per rental date)

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.

Athletic Fields	\$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 hr.
Covered Stage	\$35r / \$70nr for first 3 hours
Covered Stage with Electricity	\$50r / \$100nr for first 3 hours \$10r / \$20nr for each additional hr.

DEPOSIT / REFUND POLICY Recreation Center: For a gym rental, the deposit is one-half of the total fee per rental date. Qualifying refunds are 50% of the deposit less a \$5 administration fee.

Large Gym	\$85r / \$170nr per hour (includes gym supervisor)
Small Gym	\$60r / \$120nr per hour (includes gym supervisor)