



**The South Rocky Mount Community Center** has various rooms available for rent to the public. These are ideal for small business/club meetings, family reunions, wedding receptions, birthday parties, baptisms, and pool parties.

Rooms available include our gymnasium, multipurpose room with kitchen, classrooms (2). Rental rates are **by the hour** and **must be paid in-full at time of booking**. Rentals are subject to availability. Rentals need to be reserved no later than 2 weeks prior to the requested date(s). Please contact us by phone at **252-972-1169** to obtain more information or check availability.

**Fees and charges are as follows:**

**Small Room**

City Resident/Non-Profit - \$30.00 per hour (30 people or less)

Non-city resident - \$45.00 per hour (30 people or less)

**Medium Room**

City Resident/Non-Profit - \$50.00 per hour (50 people or less)

Non-city resident - \$65.00 per hour (50 people or less)

**Large Room with kitchen**

City Resident/Non-Profit - \$90.00 per hour (90 people)

Non-city resident - \$140.00 per hour (90 people or less)

Entire Facility Rental: 1/2 day or 4 hours: \$1000 city and \$1500 non resident

Entire Facility Rental Full day or 8 hours: \$1900 city and \$2500 non resident

Meeting Room Packages (All Three Rooms): \$150 city and \$225 non city (2 hour minimum rental)

\*All rooms must be rental a minimum of two hours\*

**Gymnasium**

City Resident/Non-profit - 150.00 per hour (250 people max)

Non-city resident - \$225.00 per hour (250 people max)

Gym Rental 1/2 Day or 4 hours: \$500 city and \$750 non resident

Gym Rental Full day or 8 hours: \$1000 city and \$1500 non resident

**RENTAL POLICY:**

1. You must make your reservation in person with a completed application. **All fees must be paid at the time of booking. No reservation is made without full payment.** You will also sign your contract at this time.

2. Acceptable forms of payment are cash, check, credit card, or money order. Checks should be made out to **City of Rocky Mount**.

3. Any changes to a reservation MUST be made at least two (2) weeks before the scheduled event. Changes after this time will not be accepted.

4. **Refunds:** 100% refund if the SRMCC cancels the event reservation. 85% refund if the customer cancels the event reservation at least 2 weeks prior to the event date. NO refund if event reservation is canceled less that 2 weeks prior to the event date.



**City of Rocky Mount  
Parks and Recreation  
South Rocky Mount Community Center  
Facility Reservation/Rental Application**

Date of Application: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of the event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space Requested (see reverse for options): \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_ # Expected Participants: \_\_\_\_\_

Requested Hours of Use (time includes set up, break down, and clean up):

**Set-up Time:** from \_\_\_\_\_ to \_\_\_\_\_ **Event Time:** from \_\_\_\_\_ to \_\_\_\_\_

**Break-down/Clean-up Time:** from \_\_\_\_\_ to \_\_\_\_\_ **TOTAL HOURS:** \_\_\_\_\_

Description of Set-up for the Event (including number of tables, chairs, and/or other equipment needs (table's seat 6 each)

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Will food be served? \_\_\_Yes \_\_\_No Alcohol? (Requires City Council approval): \_\_\_\_\_

Contact name and number for equipment Rental Company (if applicable):  
\_\_\_\_\_

Caterer and contact information:  
\_\_\_\_\_

**Note:** Please leave the facility clean and in as good of condition as prior to the rental. Any spilled liquids should be cleaned up and trash taken to the dumpster. Person/organization renting facility is responsible for chair, table and equipment set-up and break-down. South Rocky Mount Community Center will provide trash bags, broom, dust pan, and mop.

**Approval by:** \_\_\_\_\_

**Date:** \_\_\_\_\_